Special Events Assistant —Development Department

Planting Fields Foundation is seeking a Special Events Assistant to support fundraising events and ensure a positive guest experience. The primary objective of the Special Events Assistant will be to support the Director of Development in the execution of all event activities which include facility rentals, member programs, fundraising benefits, and commercial photo shoots. The Special Events Assistant will aid in collecting content from events and programs for social media, newsletters, and other communications. The ideal candidate will be highly motivated, task driven, and well organized in event execution with a strong focus on customer service.

Qualifications:

- Customer service experience
- Managing event logistics and day of event supervision
- Familiarity with Microsoft Office, Google Suite and CRM software platforms
- Excellent verbal and written communication skills
- Familiar with invoicing and recording payments
- Ability to multitask and determine priorities in a fast-paced environment
- The ability to work evenings and weekends as required
- Capacity to thrive in a fast-paced, entrepreneurial environment that is mission driven

Additional Information

This is a part time position based in Oyster Bay, New York. Salary $25.00 hourly rate. Weekly hours will vary depending on event schedule and range from 5-20 hours, possibly increasing to 30 hours during peak season. This will include evening hours and some weekends.

Planting Fields Foundation is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Planting Fields Foundation makes hiring decisions based solely on qualifications, merit, and business needs at the time.

To apply, send resume and letter of interest to lmcgurk@plantingfields.org.

About Planting Fields

Planting Fields Foundation strives to preserve and make relevant to all audiences the heritage of Planting Fields, an early 20th century 409-acre estate, designed as an integrated composition of the built and natural world. Founded in 1952 by William R. Coe, the Foundation is a not-for-profit public educational foundation chartered by the New York State Board of Regents and tax exempt under the status for a 501C3 organization. Located in Oyster Bay, New York and originally landscaped by the Olmsted Brothers of Brookline, Massachusetts, the Arboretum grounds feature 409 acres of greenhouses, rolling lawns, formal gardens, woodland paths and outstanding plant collections. The original historic estate buildings remain intact including Coe Hall, a 65-room Tudor Revival mansion designed by Walker & Gillette. The interior of the house is a showcase of artistry and craftsmanship and features a distinctly American aesthetic through original ironwork commissions by Samuel Yellin and murals painted by artists Robert Winthrop Chanler and Everett Shinn. Planting Fields is included in the National Register of Historic Places. Learn more at www.plantingfields.org