Seasonal Events Coordinator (Part-Time, Year-Round)
Narrow River Preservation Association (NRPA)

The NRPA seeks a Seasonal Events Coordinator (SEC) to support its mission of preserving and protecting the Narrow River through community engagement and educational events. This part-time, year-round, work-from-home position requires attendance at weekend events, primarily from April through October.

The SEC plans and coordinates NRPA events, including What Lives in the River, Environmental Day at the Beach, Art by the River, the Annual Meeting, river cleanups, fundraising activities, and community outreach events. Responsibilities include securing permits and insurance, reserving venues, recruiting and coordinating volunteers, managing event registrations, promoting events through websites, social media, email, and press releases, and overseeing event logistics and on-site registration.

Additional duties include organizing photographs, drafting post-event communications, preparing event and financial reports, maintaining volunteer records in Little Green Light CRM, and submitting monthly activity reports to the Board.

The ideal candidate is organized, outgoing, detail-oriented, and passionate about environmental stewardship. Required qualifications include experience in event management or customer service, strong communication and marketing skills, reliable transportation and internet access, and availability for weekend work. Experience with WordPress, **Canva,** and Photoshop is highly desirable.

Salary: $18–$21/hour

To apply, send a resume and letter of interest to **nrpa@narrowriver.org**.