

CANAL DOCK BOATHOUSE, INC. (CANAL DOCK)
a Connecticut 501(c)(3) Non-Profit Corporation

Opening New Haven's Waterfront for Adventure, Discovery and Growth

EMPLOYMENT POSITION: Events Coordinator - New Haven, CT

PURPOSE AND VISION OF CANAL DOCK

The primary function of the Canal Dock facilities and programs is to create far-reaching public access to community boating and waterfront activities, and to help build the long-term financial stability of the organization.

THE STORY OF CANAL DOCK

Canal Dock is a unique non-profit organization, dedicated to waterfront recreation for all, and soon to open a \$40 million state of the art facility: the Canal Dock Boathouse. For several years, a volunteer work force has raised funds, developed community boating programs, and appraised the internal structure needed for daily operations (including event scheduling, lab space for the University of New Haven's Marine Biology Program, and boat rentals by an independent vendor).

Canal Dock currently runs boating programs aimed for junior, club, and master level rowers at a temporary location. The new boathouse will not only expand our boating and fitness programs, it will include magnificent waterfront event and meeting spaces that will generate revenue and increase awareness of the recreational opportunities on the waterfront.

At present, Canal Dock seeks to hire an Events Coordinator with an entrepreneurial spirit, motivated to carry forward our mission and embrace leadership roles in building a fully programmed community boating center.

EVENTS COORDINATOR: GENERAL JOB DESCRIPTION

The Events Coordinator will manage, promote and schedule all public and private events at Canal Dock Boathouse. Public events currently include the annual Dragon Boat Regatta, annual November fundraiser, and annual Indoor Rowing Relay and Raffle, in addition to a soon-to-be scheduled grand opening event. Private events include bookings from members and non-members for meetings, social gatherings, conferences, and weddings. The Events Coordinator will work side-by-side with the Facility and Program Manager to ensure smooth operation and interaction of all programs and activities (member boating, public school boating, indoor fitness, special events, summer camps, etc.).

TRAITS OF A SUCCESSFUL EVENTS COORDINATOR

Canal Dock seeks candidates who show the qualities that will build loyalty among its existing members and tenants, draw new users, and promote revenue growth. A successful candidate should be:

- **Flexible** — aware that public and private events can happen anytime on any day of the week.
- **Friendly** — able to deal with clients in an upbeat and welcoming manner, and excited to offer tours of the boathouse and promote its community-minded mission.
- **Detail oriented** — able to oversee smoothly operating events, both public and private.
- **Collaborative** — a quintessential team player, who will create an environment for employees to work in sync with each other and with the mission of Canal Dock, and who will offer ideas to enhance current events and develop ideas for new events.

RESPONSIBILITIES OF THE EVENTS COORDINATOR

- Community outreach and coordination of staff, volunteers, and vendors for public events like the Dragon Boat Regatta
- Meetings with prospective renters of space for private events
- Preparation of lists of pre-approved vendors and suppliers for private event services (including catering, flowers, and AV equipment)
- Management of events from start to finish, including any crisis that might occur
- Oversight of vendor compliance issues
- Providing reports of feedback and evaluations
- Promotion of Canal Dock event spaces through digital marketing, local meetings, promotional events and other outreach

QUALIFICATIONS

- Excellent verbal and written communication skills
- Email, word-processing and database skills
- Ability to work under pressure
- Problem-solving skills
- Sales and marketing skills

Start date: April 1, 2018
Full-time position: Potential for additional responsibilities and compensation
Hours: Weekends, holidays and odd hours, typically
Compensation: Salary commensurate with experience