

Venue Coordinator  
Historic Penn Farm

Delaware Greenways has an immediate opening for a part-time Venue Coordinator at Historic Penn Farm.

A candidate with prior hospitality and event experience is preferred.

Flexible schedule (including some weekends), excellent organizational and interpersonal skills required.

If you are energetic, organized and like working with people, please submit your resume with a paragraph of why this job is a great fit for you.

Knowledge of Microsoft Suite required. Constant Contact and Word Press experience preferred.

Part-time

Interested candidates should forward their resume and a cover letter to [admin@delawaregreenways.org](mailto:admin@delawaregreenways.org). No phone calls.

***Delaware Greenways is a non-profit organization dedicated to promoting outdoor connections for healthy, vibrant communities.***

Essential Job Responsibilities:

- Respond to event inquiries within one business day.
- Attend initial site visit, coordinate set-up, take-down and be present day of to manage the event.
- Schedule appointments and host venue tours.
- Book venue and send appropriate contract to clients.
- Acts as point of contact through entire event planning process and maintain all communications with clients in a timely manner.
- Maintain open dialogue with all vendors.
- Help develop and manage a marketing plan to drive higher booking for the venue.
- Manage all staff responsible for event coordination activities.