

Seasonal Events Assistant Job Description

Reports To: Special Events Manager

Employment Status: Seasonal, part-time

Anticipated Dates: September 14 – December 18, 2026; January 11 – May 28, 2027

Rate of Pay: \$15/hour

About the Arboretum

Located on the western edge of Memorial Park, Houston Arboretum & Nature Center is a 155-acre urban nature sanctuary and center for nature education. The mission of the Houston Arboretum & Nature Center is to provide education about the natural environment to people of all ages and to protect and enhance the Arboretum as a haven and as a sanctuary for native plants and animals. The Arboretum proudly provides services to nearly 600,000 visitors annually, including many school-age students who participate in educational programming. The organization recently completed a strategic plan and will spend the next several years implementing priorities to improve access, expand educational opportunities, and create a long-term plan for sustainability and growth.

Please visit our website for further information on the history, people, and programs of the Arboretum.

<http://www.houstonarboretum.org/>

Position Summary

The **Seasonal Events Assistant** will gain hands-on experience in event coordination, vendor management, and donor and member engagement. This part-time role is ideal for someone interested in nonprofit development and event planning. Reporting to the Special Events Manager, the position collaborates closely with the Membership Associate, Senior Marketing Manager, and Volunteer Programs Manager.

Duties and Responsibilities:

Event Support

- Execute seamless set-up and breakdown processes for special events
- Act as a liaison with event vendors and partners, ensuring clear pre- and post-event communications and smooth onsite coordination
- Coordinate event volunteers and volunteer opportunities, including weekly prep shift and day-of prep, event, and breakdown volunteers
- Ensure Arboretum visitor policies are upheld by vendors and guests during events
- Assist guests with a warm, professional demeanor
- For Fundraising events, assist with silent auction coordination, donor outreach, and post-event follow-up
- Assist Membership Associate with preparation and execution of member events and member communications
- Assist with purchasing, transporting, and delivering event supplies, collateral, or giveaways
- Other duties as assigned

Member & Donor Engagement

- Support member activation and engagement through in-event initiatives, such as tabling, giveaways, membership sales, and general interactions
- Ensure the highest level of professionalism and attention to detail in engagement with donors at special events, as well as in pre- and post- event communications and follow-up

Education and Experience:

- High school diploma required, some college preferred
- Some event coordination experience required

- Interest in nature, education, conservation, and community engagement desired
- Comfortable with exposure to outdoor weather such as heat, humidity, and rain
- The ability to lift/push/pull 50 pounds, move safely over uneven terrain, and work outdoors

Knowledge, Skills and Abilities:

- Organized, detail-oriented, and comfortable managing multiple projects
- Comfortable communicating directions to vendors, volunteers, and staff in a fast-paced environment
- Friendly, collaborative, and eager to learn

Additional Info:

- Some weekend and evening work required for events
- Must be able to work onsite (hybrid scheduling availability after onboarding)
- Must have valid driver's license and reliable transportation
- Position is subject to passing a criminal background check

How to Apply:

Please send resume and cover letter to canderson@houstonarboretum.org.