



HOUSTON PARKS BOARD

Call for Applicants

Activation & Volunteer Manager

Timeframe: Commence January 2019

Compensation: Commensurate with experience

Summary

The Houston Parks Board (HPB) has a unique opportunity for an Activation & Volunteer Manager to join the team. The Activation & Volunteer Manager will primarily be responsible for day-to-day planning and delivery of public events, sustainable activations, establishment and management of a city-wide volunteer program, and cultivating relationships with community, public, and private organizations.

The successful applicant will report to and work closely with the Managing Director of Activations & Operations Strategy. The ideal candidate will have strong event delivery background including effective leadership of volunteers, communication and project management skills, be a strategic thinker, and experience in building and managing strong relationships.

Primary Role and Responsibilities:

- Lead the planning, coordination and execution of HPB public events.
- Develop and manage operational framework to support the sustained delivery of community led activations.
- Support the development of HPB's volunteer program, and manage the day-2-day operations ensuring a consistent positive experience for all.
- Develop and implement effective strategies to effectively engage Houston's communities, inspiring their active stewardship of parks and attraction of volunteers.
- Proactively bring new ideas and improved processes to the HPB team to enhance operations and increase impact.
- Develop and grow beneficial partnerships with public, private, and community based organizations to support event delivery and HPB development goals.

Skills and Specifications

- Strong event management skills in planning, delivery and evaluation.
- Highly motivated, and good communication skills with ability to build relationships and engage communities.
- Creativity, flexibility and an ability to manage and reset priorities in a changing environment
- Strong organizational and project management skills.
- Ability to meet deadlines and follow through on project outline or strategies.
- Effective and professional interaction with internal and external partners, including donors, volunteers, vendors and all levels of staff.
- Proven ability to develop relationships with high-profile personalities, vendors, partners and diverse audiences to enhance awareness of the organization and its mission
- Knowledge of MS Office (Word, Excel, Outlook, PowerPoint, Internet Explorer); adept at learning new software/technologies

Qualifications and Experience

- Minimum Bachelor's Degree or equivalent with at least 5-7 years of relevant experience
- Previous experience coordinating/leading volunteers
- Track record of developing and managing effective relationships
- Experience of working on events within the City of Houston and knowledge of Houston's greenspace environment a plus
- Experienced in working with diverse communities and delivering a high level of customer service

Supervisor

Managing Director Activations & Operations Strategy

To apply

Please send resume and cover letter via email to graciefernandez@houstonparksboard.org, with "Activation and Volunteer Manager" in the subject line of your email. The deadline for applications is **January 4, 2019**.