



Job Opportunity: Events and Operations Coordinator
Application Deadline: 23:59, Friday 2 November 2018

Purpose of the role:

Greenpop's Events and Operations Coordinator is a dynamic, organised, strategic, green ambassador with strong skills in event coordination, writing, public relations, and customer services. This is an exciting opportunity for someone with event or project management experience (or travel management experience) looking for something a little different, with a good amount of room to grow and an opportunity to contribute to our environmental outreach. We're looking for a dynamic, self-starter with a lot of initiative and a strong sense of organisation and adaptability.

Greenpop Experiences runs two large festivals annually (Greenpop Reforest Fest and Eden Festival of Action) plus school camps, university faculty-led trips and tailor-made environmental excursions for groups. See www.reforestfest.com and www.festivalofaction.com for details.

Our ideal candidate is highly organized, able to juggle various tasks at the same time confidently and be adaptable to sudden changes or shocks, able to work with different teams, good at communicating with other departments, able to take on responsibility and work alone when needed, good at reporting, able to stay very focused on the task at hand in a dynamic and energetic environment, excited about working for a growing environmental enterprise and keen on the sustainability space.

Core responsibilities:

- Administration, coordination and communication prior to events (with participants, sponsors, partners, vendors, artists etc.)
- Direct marketing (outreach to groups, travel centers, universities, schools etc. to promote our events and excursions)
- Event / excursion development and proposal writing (developing itineraries, budgets, brochures)
- Reporting: after events (sales and sustainability reports, suggestions for future improvement etc.) and monthly on targets, achievements and strategies
- Event sponsorship support to the CEO (assisting with sponsorship, relationships etc)
- Managing interns and assisting with managing event freelancers
- Assisting with business development for Greenpop Experiences

Our ideal candidate:

- A team player with a collaborative work approach
- Proactive in seeking solutions
- Works well and calmly under pressure
- Takes responsibility naturally
- A good writer
- Not afraid to ask for help and ask questions
- Not afraid to reach out and find new clients
- Confident and able to approach people and speak to people naturally
- Target driven - committed to getting the job done
- Report savvy – creates reports regularly and efficiently
- Passionate about greening and sustainable living
- Lively and enthusiastic
- Organised and strategic
- Friendly and approachable
- Creative and forward thinking
- Adaptable to a fast moving and changing environment as well as different people, companies and ways of working.

Required experience and skills:

- Experience in event or project management
- HIGHLY organised
- Energetic
- Thrives under pressure
- Willing to travel (including internationally) for events, can be up to 5 weeks at a time
- Goal oriented
- Great at multi-tasking
- Not afraid to pick up the phone
- Excellent initiative and an ability to create and activate projects without too much direction
- Ability to drive and motivate others
- Fast worker – we work on a lot of different things at the same time at Greenpop and our pace is fast!
- A creative mind and a flexible attitude

Other requirements

- Valid South African ID or valid work permit if not South African
- Based in (or willing to move to) Cape Town
- Valid driver's license

Start date: As soon as possible, ideally no later than 15 November 2018 but we can be flexible

Remuneration: Negotiable depending on experience – between R14000 and R17500 to start. Please note that Greenpop is a small/medium social enterprise. The salary will not be able to compete with similar roles in more established organisations (but the excitement certainly will and then some). However, we believe we have room for growth and are looking for someone who is keen to grow with us in the long term.

How to apply: Please complete the online form here <http://bit.ly/GPHOE18> by 23:59, Friday 2 November 2018