



GALVESTON BAY FOUNDATION

PROTECT TODAY. PRESERVE TOMORROW.

About Us:

Galveston Bay Foundation (GBF) is a nonprofit organization that has worked for 39 years to preserve and enhance one of the world's most productive estuaries—Galveston Bay—as a healthy and productive place for generations to come. We have diverse programs in land preservation, habitat restoration, water quality and quantity, youth education, and advocacy. To learn more about GBF, please visit www.galvbay.org or find us on social media.

Position Title: Event Coordinator

Classification: Part-time, with potential to grow with this role

Compensation: \$20 per hour

Summary:

GBF just opened our new \$24 million headquarters along the beautiful shores of Galveston Bay, featuring a stunning event center designed to host community gatherings, private celebrations, and corporate functions in an inspiring bayside setting. We are seeking a highly organized and personable Part-Time Event Coordinator to lead the launch and early growth of our new event venue. This position will play a key role in booking and coordinating events, promoting the space to potential clients, conducting site tours, and supporting events on-site. The ideal candidate is a self-starter, strong communicator and excited to help build a new program from the ground up.

Key Responsibilities:

- **Venue Marketing & Client Outreach**
 - Develop and execute a marketing plan to promote the event space, including digital listings, social media and outreach to local vendors and planners
 - Serve as the primary point of contact for event inquiries and client tours
 - Build and maintain relationships with potential clients, vendors, and community partners

- **Event Booking and Coordination**
 - Manage calendar bookings, event contracts, deposits, and logistics
 - Collaborate with GBF staff and vendors to ensure successful events
 - Provide on-site event support for setup, coordination, and troubleshooting

- **Administrative Support**
 - Maintain client files, inquiries and booking information using CRM or event management software



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- Provide post-event follow-up and support as needed
- **Promote Event Space Features**
 - Indoor event space for 130 seated/250 standing guests
 - Outdoor tented space for up to 350 seated guests
 - Picturesque waterfront views of Galveston Bay

Qualifications:

- Minimum 2-3 years of experience in event planning, venue sales, or hospitality
- Effective written and verbal communication skills are required
- Excellent customer service skills that result in a positive event venue experience
- Strong interpersonal and relationship management skills
- Excellent organizational skills with attention to detail and ability to proactively manage multiple tasks under tight deadlines
- Proficient in Microsoft Office or Google Workspace, and with CRM or booking software
- Ability to work a flexible schedule, including evenings and weekends as needed for events

The position will remain open until filled. Only qualified applicants will be considered. To apply, email [cover letter and resume](#) to jobs@galvbay.org. Please reference position title in subject line of email.

Galveston Bay Foundation respects and values the differences of people and actively works to ensure fair and equal treatment of our employees and constituents regardless of differences in race, ethnicity, religion, sex, age, marital status, veteran status, sexual orientation, disability, political affiliation, or any other protected characteristic.