



# LAKWOOD

CEMETERY · CREMATION · COMMEMORATION

**Job Title:** Community Events Coordinator  
**FLSA:** Full Time / Exempt  
**Reports To:** Community Programs Manager  
**Department:** Marketing & Outreach

## ORGANIZATION BACKGROUND

Lakewood is one of the most distinguished and progressive cemeteries in the nation — a Minnesota landmark renowned for its history, art, and natural beauty. As a nonprofit serving families for over 150 years, Lakewood remains devoted to its founding mission, while actively reimagining the role of a cemetery in modern life. Learn more about our mission and offerings at [www.lakewoodcemetery.org](http://www.lakewoodcemetery.org).

## POSITION DESCRIPTION

Lakewood is looking for an experienced events coordinator to assist with the execution of our growing and evolving community-focused events and programs. Events are centered around helping people explore meaningful ways to grieve and remember, as well as appreciation of our beautiful grounds and architectural treasures. Types of events range from large-scale community celebrations to small-group workshops and talks. This role will also assist with volunteer coordination and programming.

As a part of Lakewood's Outreach Team, the ideal candidate has the skills to help deliver a flawless event while consistently maintaining a customer service-mindset. Characteristics include being warm and personable, caring, enthusiastic, composed, organized and detail oriented.

## KEY RESPONSIBILITIES

- Research, contact, and secure event and program elements
- Assist with event logistics which may include creating floorplans and layouts, physical setup and teardown, checking in attendees, assisting attendees with registration, answering questions about events, connecting with vendors, performers, artists, etc., giving introductions at events, leading activities or event projects as needed, cleaning and organizing after events
- May serve as a point of contact for events crew, volunteers and/or vendors/speakers
- Assist with event follow-up including sending surveys and thank you letters
- Assist with volunteer program tasks, including recruiting, welcoming and coordinating with volunteers, and helping with volunteer events and trainings
- Assist with developing and production of event promotions and materials as needed (web pages, printed flyer and programs, social media, etc.)
- Bring fresh ideas and experience to events planning and execution processes
- Become knowledgeable about Lakewood history, art and offerings; may be asked to learn and give guided tours of Lakewood

## MINIMUM QUALIFICATIONS & KEY COMPETENCIES

- Proven background in event logistics and planning – venue or community event management is a plus
- Strong customer service skills and a genuine sense of hospitality, with a commitment to delivering a memorable experience for Lakewood's visitors
- Excellent verbal and written communication skills (must be able to speak in front of a crowd)
- Ability to work under pressure — prioritizing tasks and juggling several things simultaneously
- Ability to problem-solve if unexpected challenges arise
- Experience or familiarity with Microsoft suite

- Punctual, dependable, organized and detail-oriented
- Must own and maintain a vehicle and possess a valid Minnesota driver's license
- Must own and be proficient at operating a smart phone
- A team player – enthusiastically supports Lakewood by being willing to take on tasks outside of their area of responsibility as needed

#### DESIRED QUALIFICATIONS

- Proficiency in Eventbrite and WordPress
- Experience with audio-visual equipment
- Previous experience in social media content creation
- Previous experience with volunteer coordination or programs

Lakewood is reimagining the role of living in the presence of dying and death, helping families and our community memorialize and honor loved ones in new ways, and inviting our community to explore the beauty of this sacred space. Our events and programs range in content but often include death, dying, and grief related topics – you must be comfortable with these emotionally driven topics.

#### WORK SCHEDULE

- Position is currently a combination of remote and on-site work.
- Must be able to manage a flexible schedule that is primarily remote but will be onsite for events which will include some weekends, evenings, and holidays.
- A home office space/desk and internet access are required for remote work.

#### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job: Noise level in the office work environment varies but is usually quiet. Noise level for events can vary but is typically quiet or medium level. Many events are held outdoors.

#### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job: While performing duties of this job, the employee is regularly required to sit and to stand or walk for extended periods of time. The employee is required to use hands to finger, handle, feel; speak clearly; and listen carefully. The employee must be able to lift and/or move up to 30 pounds. Specific vision abilities required by the job include close vision, distance vision and depth perception.

#### COMPENSATION

Range of \$49,000 - \$53,000

#### BENEFITS

Benefits and PTO package which includes:

- Health and Dental insurance
- Life insurance
- 401K plan
- Short-term and long-term disability insurance
- Holidays (\*Employee will be expected to work on Memorial Day)
- Parental Leave
- Bereavement

#### TO APPLY

To apply, please email a resume, cover letter, and 3 references to [careers@lakewoodcemetery.org](mailto:careers@lakewoodcemetery.org)