



Catskill Fly Fishing Center & Museum

Livingston Manor, NY

Now Hiring, Spring 2024: Program & Events Coordinator

About the Center

The Catskill Fly Fishing Center and Museum (CFFCM, cffcm.com) is a non-profit organization dedicated to preserving the heritage of fly fishing in the Catskills and educating the next generation of anglers and conservationists. Situated in the birthplace of American dry fly fishing, our vibrant cultural center sits on 50 beautiful acres of grounds on the banks of the famed Willowemoc Creek. Our facilities include the museum, a multi-purpose gallery/event space, working bamboo rodmaking shop, outdoor pavilion, nature trails, and several open fields used for casting practice and outdoor events.

Job Description

CFFCM is seeking a multi-talented Program & Events Coordinator to plan, schedule and execute our broad range of educational programs, public events and special functions. In collaboration with the Executive Director and a small team of dedicated staff and volunteers the Program Coordinator will manage the logistics and implementation of all of CFFCM's public programs. This position is hands-on, involves the ability to coordinate multiple projects and wear many hats.

Since 2022, we have been offering free youth programs supported in part by several grants and dedicated funds raised for this purpose. These programs are intended to serve the local community in an afterschool and field trip capacity, but in general we are focused on growing our youth and family engagement more broadly over the coming years. The Program Coordinator will be responsible for driving the success of these programs.

Our major events include: two fundraising dinners, Hall of Fame ceremony & reception, and seasonal gatherings for fly tyers, rodmakers and fly fishing enthusiasts of varying sizes. We also offer a variety of adult education classes and workshops throughout the year. Our intention is to grow our audience over time to include private & corporate events, more adult education

programming, offerings for the travel trade industry, and developing larger NYC-based annual fundraising opportunities.

Ideally, the best candidate will also have experience in social media, marketing and communications as it relates to our programming and managing our online presence.

Qualifications & Experience

- Commitment and interest in the mission of CFFCM and its planned strategic expansion
- Excellent organizational, listening, verbal, and written communication skills
- Experience working within small non-profit organizations
- Desire to work with people and build relationships with patience and empathy
- High attention to detail
- Experience managing and/or planning programs for youth and families
- Ability to coordinate among various stakeholders to complete projects and activities
- Able to work independently within a team-based environment, and be willing to adapt responsibilities according to program needs
- High level of cultural competency (the ability to communicate and interact effectively with people across cultures who have varying beliefs)
- Knowledge and experience with Squarespace, Eventbrite, and other CRM systems a plus
- Experience with social media, marketing, and basic graphic design desirable
- Passion and/or interest in fly fishing desirable but not required

Job Duties

Program Coordination

- Planning all aspects of youth and adult classes & programming
- Assist with curriculum development and program design
- Assist with the hiring of staff to facilitate classes and workshops
- Recruit and market programs to appropriate audiences
- Work to keep programs on schedule, within stated budgets and functioning smoothly
- Support program growth and development as necessary
- Assist grant coordinator with grant reporting deliverables as needed
- Office administration duties as needed

Event Planning & Execution

- Planning & executing all public and private events [predominantly April - October]
- Managing internal event calendar
- Planning & correspondence for all programs
- Staff & volunteer coordination as it relates to event planning
- Marketing, advertising & press release coordination as it relates to programs & events

- Donation software management (Bloomerang)
- Collaborating on the creation of new events with a focus on income generation

Marketing & Communications

- Digital content creation [programs, flyers, promotional materials for events]
- Manage & post events/programs on social media channels
- Produce monthly e-newsletters
- Website maintenance
- Collaborate with Executive Director on marketing plan and campaigns

Additional responsibilities in collaboration with team

- Advertising / press correspondence
- Creation & management of fundraising appeals & campaigns
- Museum shop merchandising
- Other duties as assigned by ED

Hours & Compensation

- This is a primarily on-site position with a possibility of occasional remote work
- Part-time (approx 25-30 hours per week) predominantly Mon-Fri, occasional evenings & weekend for special events
- Opportunity to grow based on deliverables assessed at annual review
- Competitive hourly rate commensurate with experience
- Option to enroll in organization's health insurance plan

To Apply

Please submit your resume and cover letter stating why you want to join the Catskill Fly Fishing Center & Museum to **hr@cffcm.com**.