

Job Title: Buffalo Bayou Partnership Programs and Events Assistant

Reports to: Director of PR, Events and Programs

Status: Full-time, Exempt

Buffalo Bayou Partnership

Established in 1986, [Buffalo Bayou Partnership](#) (BBP) is the Houston nonprofit organization transforming and revitalizing Buffalo Bayou, the city's most significant natural resource. Thanks to the generous support of foundations, corporations, individuals, and government agencies, BBP has raised and leveraged more than \$150 million for the redevelopment and stewardship of the waterfront. The organization develops award-winning projects such as the \$58 million Buffalo Bayou Park, protects land for future parks, constructs hiking and biking trails, and operates comprehensive clean-up and maintenance programs. BBP also seeks ways to activate Buffalo Bayou through pedestrian, boating, and biking amenities, volunteer activities, permanent and temporary art installations, and wide-ranging tours and events.

Programs and Events Assistant Position Summary

The Programs and Events Assistant will support BBP's Director of PR, Events and Programs to implement the organization's signature events and programs.

Duties and Responsibilities

- Assist with all aspects of the planning and execution of all BBP events and signature events including: Buffalo Bayou Partnership Regatta (March), KBR Kids Day (October) and Buffalo Bayou Partnership Gala (November)
- Assist with all aspects of the planning and execution of all BBP programs including Sunrise Yoga, Meditation and walking tours
- Implement curated and seasonal pontoon boat tours (Cupid Cruise, Houston Grand Opera, Christmas Cruises, etc.)
- Assist with media requests (Cistern tours, photo requests, etc.)
- Represent BBP at various meetings, outreach events and speaking engagements
- On occasion, post on social media and supplement the work of the Communications and Membership Manager
- Ability and willingness to work a flexible schedule including weekends and evenings

Skills

- Able to work independently as well as with a team
- Proactive and possess leadership skills
- Excellent time management skills; ability to handle multiple tasks and meet deadlines
- Computer proficiency (Microsoft Word, Excel, etc.)
- Some experience with social media and communications tools is helpful
- Familiarity with greater Houston area and parks a plus

Education and Experience

Bachelor's degree in Event Management, Hospitality, Marketing, Communications, or related field.

Salary and Benefits

BBP offers a competitive salary for this position and excellent benefits.

Please submit resume and a cover letter to:

Ms. Anne Olson
President
Buffalo Bayou Partnership
1019 Commerce Street, Suite 200
Houston, Texas 77002
jobs@buffalobayou.org
No phone calls please.

Buffalo Bayou Partnership is an Equal Opportunity Employer.