

Job Title: Buffalo Bayou Partnership Events, Programs and Outreach 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.

Events, Programs and Outreach Assistant Position Summary

Besides regularly hosting events and programs in Buffalo Bayou Park and other bayou locations, BBP is embarking on an exciting project to activate parks and trails east of downtown. The Events, Programs and Outreach Assistant will support BBP's Director of PR, Events and Programming in implementing the organizations programs and annual signature events, as well as represent BBP at various meetings and outreach activities. The position offers a wonderful opportunity to learn about non-profits, event planning and to become part of an organization enhancing Houston's quality of life and transforming our city's green spaces.

Duties and Responsibilities

- Assist with all aspects of the planning and execution of BBP's 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 BBP's programs including Sunrise Yoga, Tai Chi Tuesdays, Art on Wheels and walking tours
- Implement curated and seasonal pontoon boat tours (Cupid Cruises, Foodie Floats, Christmas Cruises, etc.)
- Staff various community outreach activities (i.e. festivals, volunteer events and corporate health fairs)

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.)
- Familiarity with greater Houston area and parks a plus
- Ability to work varied hours, including some weekends and evenings
- Proficient in Spanish 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. Trudi Smith
Director of PR and Events
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.