Event Coordinator

FRIENDS OF THE DETROIT RIVER | TAYLOR, MICHIGAN

Full-time • $50,000–$58,000 • Hybrid schedule • Benefits

Come Make a Difference With Us!

Do you love bringing people together, creating memorable experiences, and making a positive impact in your community? You might be the perfect addition to our team!

At Friends of the Detroit River (FDR), we are a close-knit, energetic, and passionate team that genuinely enjoys working together. We believe meaningful work can also be fun. We collaborate with incredible partners, volunteers, schools, and community leaders who share our commitment to making the Detroit River and our region better places to live.

From waterfront events and outdoor activities to education and hands-on stewardship, no two days look quite the same. We celebrate successes, support one another, welcome fresh ideas—and have a friendly office dog who takes her team-greeter role seriously!

We are looking for an enthusiastic, organized, people-loving Event Coordinator who is ready to roll up their sleeves and become an important part of our team.

About Friends of the Detroit River

Founded in 1992, FDR is a 501(c)(3) nonprofit whose mission is to protect, defend, and improve the Detroit River through community-based stewardship and restoration, now and for future generations. Our work spans habitat restoration, sediment remediation, trails, public education, and community engagement. Learn more at www.detroitriver.org.

Why You'll Love Working Here

- An incredible team: Supportive coworkers who work hard, laugh often, and care about one another.
- Work that matters: Help create a healthier Detroit River and stronger communities.
- Amazing connections: Collaborate with volunteers, schools, nonprofits, businesses, municipalities, and other partners.
- Variety and adventure: Spend time in the office and out in the community at parks, schools, and waterfront events.
- Room for ideas: Bring creativity, initiative, and new partnerships to the table.
- Hybrid schedule and benefits: Work from home Mondays and Fridays, with in-office days Tuesday through Thursday; health insurance, paid holidays, and vacation.
- A four-legged coworker: Our office dog adds a little extra joy to the workday.

The Opportunity

Reporting to the Director of Programs, the Event Coordinator helps plan and deliver engaging events and programs throughout the Detroit River watershed. This person is a key point of coordination for volunteers, participants, schools, community partners, and staff, keeping the details moving from early planning through post-event follow-up.

What You'll Do

Event planning and coordination

- Coordinate event logistics, schedules, work plans, task assignments, registration, supplies, permits, and communications.
- Support day-of implementation, including setup, volunteer assignments, participant assistance, troubleshooting, and breakdown.
- Track purchases and expenses with staff to support approved event budgets.

Community engagement and partnerships

- Recruit, schedule, orient, and communicate with volunteers and participants.
- Build positive working relationships with schools, community organizations, businesses, municipalities, houses of worship, and other partners.
- Represent FDR at community events and help promote programs through email, social media, registration platforms, and partner networks.

Programs, outreach, and creativity

- Support the Detroit River Water Festival, community cleanups, outdoor recreation, educational activities, and other stewardship events.
- Coordinate Eat Safe Fish programming and safe fish consumption outreach, including Riverwalkers efforts.
- Help deliver in-person and virtual presentations and propose new event ideas and partnerships aligned with FDR priorities.

Evaluation and team support

- Maintain accurate participant, volunteer, and event records for organizational and grant reporting.
- Gather feedback, summarize results, document lessons learned, and recommend improvements.
- Work closely with the Director of Programs, Trail Manager, and other colleagues; assist with office phone coverage and related organizational needs as appropriate.

You'll Thrive Here If…

- You enjoy connecting with people and making them feel welcome.
- You take initiative, follow through, and can juggle competing deadlines without losing track of details.
- You work independently while genuinely enjoying collaboration and shared success.
- You bring positive energy, practical problem-solving, and calm flexibility when plans change.
- You are comfortable working outdoors, helping with hands-on setup, and adapting to a variety of events.
- You care about community impact and are excited to learn about the Detroit River watershed.

Experience and Qualifications

- Preferred: 2–4 years of event coordination, program coordination, project management, or related experience. Comparable community, volunteer, or nonprofit experience is welcome.
- Experience managing projects or events from planning through completion, including timelines, people, logistics, and follow-up.
- Strong written and verbal communication; comfort working with diverse communities, youth, partners, and volunteers, including speaking to groups.
- Good judgment, reliability, organization, and attention to detail.
- Ability to use or learn Microsoft Office, spreadsheets, shared calendars, online registration and communication tools.
- Valid Michigan driver's license and reliable transportation, including ability to transport event materials as needed.

Environmental subject-matter expertise is not required; curiosity about the mission and a willingness to learn are valued.

Work Environment and Position Details

- Full-time (40 hours/week), salaried position; reports to the Director of Programs; office based in Taylor, Michigan. Our regular hybrid schedule is work from home on Mondays and Fridays and in the office Tuesday, Wednesday, and Thursday.
- Salary range: $50,000–$58,000, based on experience, knowledge, and skills. Benefits include health insurance, paid holidays, and vacation.
- Work occurs in offices, schools, parks, waterfronts, and other community settings. This is a 40-hour workweek, with flex time available to adjust the regular schedule when evening or weekend events are scheduled.
- Some work involves outdoor activity in varying weather, walking on uneven terrain, event setup and cleanup, and transporting supplies; activities may include hiking, biking, or kayaking.
- Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions.

Ready to Join the FDR Team?

We are proud of the work we do and the partnerships we have built, but what makes FDR special is the people behind it. If you are ready for meaningful work, great teammates, community adventures, and the occasional visit from our office dog, we would love to hear from you!

To apply, please email one PDF containing your cover letter, resume, and three references to river@detroitriver.org with "Event Coordinator Application" in the subject line.

Accepting applications until EOD on December 18, 2026. Anticipated start date: late January or early February 2027.

FDR is an equal opportunity employer committed to an inclusive workplace. We welcome applicants from diverse backgrounds and do not discriminate on any basis protected by applicable federal, state, or local law.