



Event Coordinator and Planting Party Host

Succulent Native - Austin, TX

Our Staff — the plant support team!

When a customer arrives in the shop, they're always greeted by our team with a smile and a welcome. They are always ready to help customers find the plant or gift they're looking for, and knowledgeable about our specials, events, and artists featured in the shop. Our staff have a funky unique vibe, but are always attentive and ready to help!

The role:

- Manage all aspects of our planting parties, workshops, and popup events including (but not limited to) emails, calendars, invoices, and inventory
- Host weekly beginner workshops every Sunday
- Execute customer requests for on and off site parties
- Pitch parties and events to potential clients
- Generate sales and party requests
- Keep staff up to date regarding upcoming party and event details
- Educate event attendees on general house plant and succulent knowledge
- Package and ship plants for offsite and/or virtual events
- Provide the best planting party experience possible!

This job entails lifting and moving objects up to 50 lbs., bending and reaching, and standing for long periods of time

Requirements:

- Event management/coordination experience
- Ability to work our busiest times (weekends/holidays)

Nice to have:

- General Texas plant knowledge
- Genuine desire to support plant parents