

Event Coordinator (Part-Time, Remote)

Prairie Fruits Farm & Creamery

Prairie Fruits Farm & Creamery is seeking a detail-oriented, personable **Event Coordinator** to support private events, tours, and special programming at our farm. This is a part-time, primarily remote position, compensated on a commission basis, with optional on-farm hours available for candidates who wish to be more hands-on. On-farm work is paid at an hourly rate.

This role is ideal for someone who is highly comfortable communicating with clients, enjoys organizing details, and can manage multiple event inquiries from first contact through confirmation.

Key Responsibilities

- Serve as the primary point of contact for event inquiries via phone and email
- Respond promptly and professionally to prospective clients
- Schedule events, tours, and experiences in coordination with internal farm teams
- Prepare and send invoices, track deposits and payments, and manage basic event-related billing
- Maintain organized records of bookings, contracts, and client communications
- Coordinate event details such as timing, guest counts, and special requests
- When applicable, provide limited on-farm support during events (optional)

Qualifications

- Strong comfort and confidence with phone calls and email communication
- Excellent organizational skills and attention to detail
- Ability to work independently and manage time effectively in a remote environment
- Familiarity with invoicing and accounts payable systems is a plus
- Professional, warm, and customer-focused communication style
- Reliable internet access and own computer required

Position Details

- Part-time, remote
- Commission-based compensation
- Optional on-farm hours available, paid at an hourly rate

- Flexible schedule; some availability during standard business hours preferred

About Prairie Fruits Farm & Creamery

Prairie Fruits Farm & Creamery is a working goat dairy and farmstead creamery known for handcrafted cheeses, farm-to-table dining, and immersive agricultural experiences. Events at the farm range from intimate tours to private celebrations, all rooted in hospitality, education, and a deep connection to place.

How to Apply

Interested candidates should send a **resume and cover letter** outlining relevant experience to office@prairiefruitsfarm.com. Applications will be reviewed on a rolling basis.