



Event Rental & Site Coordinator

[The Water Tower \(TWT\)](#), a nonprofit water innovation and research center in Buford, GA, is currently seeking a dynamic individual to join our growing team as a part-time **Event Rental and Site Coordinator**. If you are a people-person passionate about executing high-impact events and fostering a welcoming working environment, we want to hear from you!

Mission

The mission of TWT is to be a hub for water industry solutions that foster a thriving community and environment, while providing world-class resources and infrastructure. In this role, you will be instrumental in advancing TWT's mission by growing our ecosystem of collaboration and ultimately serving the water community nationwide by providing a forum to engage and connect.

Position Overview

The Event Rental and Site Coordinator will provide operational and administrative support for TWT events and programming initiatives. This position will assist with external event rentals, and program coordination and execution for internal TWT events. This role will gain valuable experience working alongside TWT staff while contributing to high-impact educational and networking opportunities for the water sector.

Duties and Responsibilities

- Serve as the primary point of contact for external organizations interested in renting TWT's event space and manage all aspects of event and facility rentals, including contract preparation, payment tracking, scheduling, setup and breakdown assistance, onsite coverage, cleanup and trash removal, etc.
 - Support event setup and breakdown, including room configurations, registration, signage, catering coordination, and attendee materials.
 - Provide on-site event support by welcoming guests, assisting presenters, answering attendee questions, and helping ensure events run smoothly.
 - Assist with post-event activities, including cleanup, inventory, attendee feedback collection, and event reporting.
- Managing TWT's technology systems for events including AV systems, rental payment portals and tracking, event data tracking, digital event signage, scheduling, etc.
- Coordinate tours and respond to inquiries regarding venue availability, pricing, and amenities
- Availability to work occasional evenings and weekends is required based on the event schedule. Weekend work will not exceed two weekends per month & work schedule will be adjusted accordingly.
- Assist with planning and executing TWT-hosted events, workshops, conferences, networking events, tours, and training programs.
- Provide general administrative support to TWT team as directed.



Preferred Qualifications

- Current undergraduate or graduate student, or recent graduate, pursuing a degree in hospitality, event management, nonprofit management, public administration, environmental science, or related field.
- Experience with AV equipment, Microsoft Teams, and Canva
- Interest in event planning, nonprofit operations, and the water industry.
- Reliable transportation to TWT in Buford, GA
- Availability to work approximately 15 – 20 hours per week, with flexibility to accommodate occasional evening and weekend events.

Additional Information

This is a part-time position, starting as early as September 1st, for a six-month duration, based at The Water Tower in Buford, Georgia. There is an opportunity to extend the position beyond six months based on event needs and organizational budget. The anticipated schedule is up to 20 hours a week during normal business hours, with occasional evenings and weekends required to support events. Compensation is hourly, at \$18-22/hour, and will be determined based on experience and qualifications. This position offers meaningful professional experience, networking opportunities with water industry leaders, and exposure to nonprofit operations, workforce development, and event management.

Apply

To apply, please submit your resume and a brief cover letter outlining your interest in the position to faith@theh2otower.org. This position announcement will close on September 4, 2026.