



Events & Community Coordinator

Location: Kerby's Nursery – Seffner, FL

Position Type: Full Time

Saturday Availability Required

About Kerby's Nursery

Kerby's Nursery is a family-owned garden center dedicated to helping customers succeed in their gardens and outdoor spaces. We create memorable experiences through educational workshops, seasonal events, community partnerships, and inspiring customer service.

Position Summary

We're looking for an organized, energetic, and creative **Events & Community Coordinator** to help plan and execute events, workshops, and web content that enhance the customer experience at Kerby's Nursery.

This is an excellent opportunity for someone who enjoys event planning, community engagement, marketing, and project coordination. The ideal candidate is a self-starter who enjoys working with people, managing details, and bringing ideas to life.

Responsibilities

- Coordinate and assist with planning nursery events, workshops, and seasonal programs.
- Manage event logistics, vendor communication, setup, and event-day support.
- Manage the kerbysnursery.com website and keep it current with what's going on at Kerby's.
- Assist with managing the shop.kerbysnursery.com website for our Kerby's Kerbside service.
- Help develop new community partnerships.

- Update the website to add weekly blog posts along with adding educational/informational material as appropriate.
- Work with the marketing team to promote events through social media, email, in-store communications, and community event sites/calendars.
- Partner with the Social Media Manager to create graphics to promote events and special opportunities.
- Coordinate the weekly creation of our *Life Lived Outside* e-newsletter.
- Provide outstanding customer service and represent Kerby's Nursery in a positive, professional manner.

Qualifications

- 1–3 years of experience in event planning, hospitality, marketing, retail, customer service, or a related field.
- Strong organizational and communication skills.
- Ability to manage multiple tasks and deadlines.
- Positive attitude, flexibility, and willingness to learn.
- Saturday availability required along with occasional evenings for events
- Interest in gardening, plants, or outdoor living is a plus.

What We Offer

- Competitive pay based on experience
- Employee discount
- Paid time off
- Health Care
- Simple IRA Retirement Plan
- A fun, creative, and community-focused work environment

To Apply

Complete and submit the Kerby's Nursery Job Application and attach your resume with a brief cover letter explaining why you'd be a great fit for Kerby's Nursery and this role.

The application is available on our website at [Join the Team – Kerby's Nursery](#) or you may pick one up in store.