



SEATTLE CENTRAL COLLEGE

Student Leadership

EVENT COORDINATOR

Work Hours: 10-12 hours/week

Salary: \$19.97/hour

Job Description

Event Coordinators support Student Life at Seattle Central. Every month, CAB hosts a variety of programs and events, including film screenings, discussions, guest speakers, artists, poets, workshops, and more. They assist numerous clubs with their technical needs by assisting with presentations, awareness drives, cultural programs, and social activities.

As an Event Coordinator, you will learn the following skills:

- **Leadership practice and development** - Practice facilitation, note-taking, collective decision making, and cross council collaboration.
- **Customer service** - Assist with student walk-in questions and answer inquiries by phone and email.
- **Public Speaking** - Lead campus events as the face of Student Leadership and appear on Student Leadership panels to speak about a variety of topics.
- **Project Management** - Brainstorm events, create timelines and tasks for event planning, and coordinate with external and campus partners.
- **Data Analysis** - Collect data (surveys, sign-ins, etc.) to help assess and improve events.
- **Community Management** - Utilize social media, the Seattle Central app, and more to build a community. On and off campus community networking.

What you bring as a candidate

- Must be a currently enrolled student at Seattle Central College for Fall 2024;
- Must plan to be enrolled in at least 10 credits per quarter throughout the 2024-25 academic year (excluding Summer Quarter);
- Must have and maintain at least a 2.5 quarterly/cumulative GPA;
- Must be able to commit at minimum, 6-months (2 quarters at Seattle Central).

- An eagerness to work with and serve students of all backgrounds: cultural, ethnic, religious, political, gender identity, academic pursuits, and all other ways we define our uniqueness;



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bit.ly/cabjobs2024 to apply!