

# EVENT COORDINATOR

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**Work Hours:** 10-12 hours/week  
**Salary:** \$19.97/hour

**Start Date:** September 3rd, 2024

## Summary

The College Activities Board (CAB) organizes events to foster community among students, creating co-curricular and extracurricular opportunities for them to experience diverse social environments, current issues, and cultural concerns. Through the events they plan, Event Coordinators provide their peers with a gateway for social and educational student engagement.

## What You Will Learn

### Event Planning and Project Management

- Plans social, recreational, and educational events for the student body.
- Budgets for events according to Services and Activities Fees guidelines.
- Coordinates between stakeholders such as student leaders, clubs, affinity groups, other campus departments, external partners, and administrators to create collaborative events.
- Plans the end-of-year Unity Fair in collaboration with other student leaders and staff across campus.

### Outreach and Community Engagement

- Maintains Student Leadership and College Activities Board social media on a regular posting schedule.
- Designs and implements targeted outreach for events using flyers, social media posts, tabling and in-person outreach, and class visits.
- Supports other Student Life programs and student clubs by attending their events, joining planning committees, and assisting with outreach.

### Assessment

- Records and tracks event attendance using sign-in sheets.
- Gathers post-event attendee feedback through surveys and questionnaires.
- Assists with other student body feedback collection and survey projects as needed.

### Leadership Development

- Participates in trainings to learn key skills including community building, workshop creation and facilitation, and transfer/post-college readiness.
- Practices facilitation, public speaking, collaboration, communication, and time management skills.

## Requirements

- Must be a currently enrolled student at Seattle Central College for Spring 2024;
- Must plan to be enrolled in at least 10 credits per quarter throughout the 2024-25 academic year (excluding Summer Quarter);
- Must be able to commit, at minimum, 3 quarters (9 months) at Seattle Central.
- Must have and maintain at least a 2.5 quarterly/cumulative GPA;
- An eagerness to work with and serve students of all backgrounds: cultural, ethnic, religious, political, gender, ability, academic pursuits, and all other ways we define our uniqueness.

