

# EVENT COORDINATOR

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**Work Hours:** Up to 10 hours/week

**Salary:** \$20.76/hour

**Start Date:** September 2nd, 2025

## 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. 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.

## What you will Learn

### Leadership practice and development

- Budget for events according to Services and Activities Fees guidelines.
- Plan the end-of-year Unity Fair in collaboration with other student leaders and staff across campus.
- Build your leadership skills by leading meetings, taking notes, making decisions as a group, and working with other student councils.
- Represent Student Leadership by speaking at events and on panels to share your experiences.

### Outreach and Community Engagement

- Maintain Student Leadership and College Activities Board social media on a regular posting schedule.
- Design and implement targeted outreach for events using flyers, social media posts, tabling and in-person outreach, and class visits.
- Support other Student Life programs and student clubs by attending their events, joining planning committees, and assisting with outreach.
- Support Front Desk operations, as needed.

### Assessment

- Record and track event attendance using sign-in sheets.
- Gather post-event attendee feedback through surveys and questionnaires.
- Assist with other student body feedback collection and survey projects as needed.

### Leadership Development

- Participate in trainings to learn key skills including community building, workshop creation and facilitation, and transfer/post-college readiness.
- Practice facilitation, public speaking, collaboration, communication, and time management skills.
- Participate on student committees, student success initiatives, and special projects, as assigned.



**SEATTLE CENTRAL  
COLLEGE**

*Student Leadership*



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## Requirements

- Must be a currently enrolled student at Seattle Central College for Fall 2025;
- Must plan to be enrolled in at least 10 credits per quarter throughout the 2025-26 academic year (excluding Summer Quarter);
- Must be able to commit until the end of the academic year (June 2026).
- 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 identity, academic pursuits, and all other ways we define our uniqueness.
- Exhibits strong character and work ethics, including responsibility, honesty, and professionalism.
- Comfortable using email, internet, word processing, and other common digital tools.