EVENT COORDINATOR

Work Hours: Up to 12 hours/week   **Salary**: $21.30   **Start Date**: Early to Mid-March, 2026

Application Deadline February 14th, 2026

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.

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 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 visit.
- 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 attendance 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 in student committees, student success initiatives, and special projects, as assigned.

Requirements

- Must be a currently enrolled student at Seattle Central College for Spring 2025
- Must plan to be enrolled in at least 10 credits per quarter throughout the 2025-26 academic year (excluding Summer Quarter).
- 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.