



## Events Coordinator/Digital Associate - Social Media Breakfast Job Description

Position: Part-time Events Coordinator/Digital Associate

Reports to: Board President

Compensation: \$500 / month

Potential Duties/Responsibilities include:

1. Communication with venue, including managing contracts (rental, catering, beverage, final statements, waivers), event layout (tables/chairs), timing, assign board member and volunteer responsibilities, and manage event updates in Workplace and Trello
2. Obtain and share event information with board – including speaker information and presentation, event time frames, speaker needs, food/beverage information, vendor information and drop off times, obtain volunteers if event is in need of them
3. Help keep digital components of pre- and post-events on schedule moving forward
4. Coordinate marketing activities, possibly including website, social media, newsletter and other tasks as agreed upon
5. Assist board with special projects as assigned

Preferred Qualifications:

- Marketing or related degree
- Event planning experience
- Good communication and people skills
- Self-Starter with excellent customer service skills
- Demonstrated experience with social media, Workplace and Trello
- Knowledge of and interest in SMBMad's programming and mission

Schedule:

- 5-10 hours per month; primarily on your time but in a timely manner. Attending parts of board meetings/rertreats as needed and agreed to by both parties

To apply:

Submit resume and cover letter to [Josh@SMBMad.org](mailto:Josh@SMBMad.org) by July 24, 2020.