

Job Description:

Event Coordinator

We are searching for a talented, detail-oriented event coordinator to orchestrate memorable and forward-thinking events for the SLO Climate Coalition (SLOCC). The successful candidate will oversee each phase of the event process such as venue scouting, events preparations, volunteer coordination and vendor management. The ideal candidate is organized, has excellent communications skills and is passionate about community engagement.



RESPONSIBILITIES

- Research prospective locations, vendors (catering, decorators, entertainers, cleaning services, etc.) and other resources to identify creative opportunities for events.
- Meet with department leads, executives and sponsors to develop goals, timelines, budgets, administrative details and special requirements.
- Develop an actionable plan tailored to each event. Ensuring that the organization's mission and vision are met, and that all parties understand their assigned roles and responsibilities.
- Coordinate with the SLOCC's communication and marketing teams to promote events within the organization for support and to a wider public.
- Manage event team volunteers schedules and work assignments while documenting performance and attendance metrics.
- Oversee timely and efficient event delivery including venue arrangements, speaker scheduling, vendor management and participation, while meeting budgetary goals.
- Evaluate and report on outcome of each event, highlight staff and volunteer performance, resources and budget issues, and suggestions for improvement or special recognitions.
- Plan and execute the following events:
 - Nine monthly Climate Action gatherings per year (February through June and September through December)
 - Earth Week Events (April)
 - Electrify Your Life/Drive Electric Week (September)

SKILLS AND QUALIFICATIONS

- High School Diploma or equivalent
- Excellent organizational skills, including multitasking, time management and attention to detail
- Excellent written and verbal communication skills, including ability to handle conflict calmly and professionally.
- Outstanding vendor management skills.
- Ability to delegate event planning tasks to other volunteers where necessary.
- Self-motivated, excellent, pro-active attitude and willingness to learn.
- 1 Year of event coordinating/planning or related experience preferred (Not Required)

Our ideal candidate would be organized, an effective communicator, a connector, have an available and flexible schedule, be a self-starter and a self-manager, and have basic knowledge of climate change and climate action practices.

Applications can be submitted by going to: <https://forms.gle/sTVxy7QZuwygVWAC8>

Our Vision and Mission:

The SLO Climate Coalition is a community organization committed to creating a vibrant, just, and climate-resilient Central Coast. Its mission is to bring together community expertise, creativity, and resources to champion high impact regional climate solutions that inspire other communities to do the same.

For more information about the SLO Climate Coalition please visit our website at <https://carbonfreeslo.org/>