

Job Description:

Event Coordinator

We are searching for an experienced event planner to help manage our events. The ideal candidate is passionate, creative, detail oriented and organized. The event planner oversees all aspects of event planning and management and ensures all of the logistics of the event run smoothly. Responsibilities for the Event Planner include, find prospective sites for the events and work with site personnel on event details, and preparing and executing a detailed outline of the event needs.



RESPONSIBILITIES

- Plan and facilitate logistics for all events, including venue preparation and take down, catering and entertainment set up, décor, and anything else needed to ensure the event's success
- Ability to delegate event planning tasks to other volunteers where necessary
- Troubleshoot and handle any issues that arrive on event day

SKILLS AND QUALIFICATIONS

- Excellent organizational skills, including multitasking, time management, and attention to detail
- Strong communication skills
- Effective time management skills and the ability to prioritize a large volume of tasks
- Self motivation, enthusiasm, and a willingness to learn

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/>