

Summer Celebration Event Coordinator

Contract Description

Title: Summer Celebration Event Coordinator Celebration

Hours: up to 25 hours

Compensation: \$500 flat rate

Commitment: This position requires commitment from initial planning stages, starting ASAP, and continuing through event execution and completion follow-up. The Summer Celebration Event is scheduled for mid July in the Corvallis, OR area.

Job Summary: The event coordinator will adhere to the given event budget, arrange onsite vendors and community resources, and ensure the setup and clean-up of the event. The Summer Celebration will be a family-oriented community event with on-site entertainment, treats, and resource tables from community organizations. The date, location, and time are subject to change.

Responsibilities:

- Initial meeting with CMLC to learn about event vision and goals
- Plan event with attention to details
- Review staff assignments
- Manage all event operations
- Research vendors (catering, music, entertainment) and choose the best combination of quality and cost
- Arrange volunteers and staff to manage stations
- Organize host tables from local school clubs and community organizations
- Do final checks on the day of the event
- Oversee event happenings and act quickly to resolve problems
- Other duties within the scope of event planning

Required Skills:

- Previous event-planning experience
- Great with kids!
- Demonstrated ability to work collaboratively
- Budget management
- Excellent vendor management skills
- Well-organized with multi-tasking skills
- Able to handle stress and remain calm
- Problem-solving ability

To be considered for this contract please send a **résumé/CV** and **portfolio of the previous projects** to info@cmlenter.org (please CC anastasiia@cmlcenter.org as well)