



Event Coordinator Responsibilities

An Event Coordinator at Naked Apple Tribe should be a person who is humble (emphasizes team over self and is quick to point the contributions of others), hungry (self-motivated, diligent, and prioritizes the organization's needs), smart (good judgment around diverse people groups, socially appropriate, and aware of the impact of their words and actions).

Qualifications

- The event coordinator is responsible for a wide variety of tasks, which means that this individual must possess a fluid set of skills.
- Strong communication skills and the ability to organize and prioritize tasks.
- This extremely driven and detail-oriented individual should also be well-versed in liaising with businesses.

Responsibilities

- Event Responsibilities
 - Assists the co-op site leaders with planning, booking, and executing field trips, special events, mom's night outs, etc.
 - Point of contact for all co-op events.
 - Manages sign in for events.
- Co-op Day Help
 - Assists leadership during the co-op day with any tasks that should arise that require additional leaders.
- Administrative Responsibilities
 - Creates and manages event sign ups
 - Maintain and create excel sheets with sign ups.
 - Designs graphics for events
 - Fields questions from co-op members about events.

The Event Coordinator plays a vital role in ensuring the smooth planning and execution of co-op field trips, special events, mom's night outs, etc.