

## Event Communication & Logistics Coordinator

*WBFN holds a number of special events each year:*

- Annual Dinner, an evening recognizing volunteers and outreach program
- Annual Picnic,
- Annual Exhibits
- Children's Holiday Party
- Children's Art Competition
- Teen Summer Program

### **Event Communication & Logistics Coordinator:**

Octopus responsible for logistics and timely delivery/submission of printed material etc – works in close cooperation with the team leader and functions as right hand.

#### **Job description:**

Plans in close coordination with the team leader that posters and elevator flyers are designed and printed in time for distribution, announcements are ready for Mosaic, timely invitations printed and sent out, liaises with relevant WBG departments on the lay-out/logistics of the event, organizes technical equipment, makes sure the registration procedure is set up in time, other tasks as needed

**Skills set needed:** experience and/or interest in event organization, planning/organizational skills, good at multi-tasking

**Time commitment:** we would prefer longer term commitment, as a minimum 3 months up to the event in question; required input 1-2 days per week – more input required from 2 weeks before event until it has been implemented

#### **Education:**

No particular educational background required.

Back to: <http://www.wbfn.org/volunteer>