



Locally Haiti (locallyhaiti.org) seeks a detail-oriented, organized, creative, and collaborative **Event Coordinator**.

Overview: Event Coordinator will assist our team in the execution of our annual event, *Evening for Haiti*, May 5th at the Tivoli in Denver.

Start date: As soon as possible

Hours per week: Variable – 5 to 20, increasing as event approaches and peaking with week of event

Hourly rate: \$22/hr

Key Duties and Responsibilities

- Assist in procurement of auction items, this with support from our team and largely through our existing network of supporters
- Participate in meetings regarding catering, event planning, run of show, messaging
- Assist with event day setup, operations, volunteer management
- Assist with logistics of visit of two key guests from Haiti for the event (Locally Haiti Project Coordinator Johnny Verneus, Locally Haiti Health Officer, Vanessa Suffren)
- Help establish event “vibe” and ensure guests and sponsors feel welcome and appreciated
- Assist with coordination and clear communication with attendees

Qualifications

- Excellent communicator (written and verbal)
- Extremely attentive to detail
- Able to synthesize information, ask relevant questions, solve problems
- Reliable and communicative
- Familiarity with Canva and Google Suite a plus but not required
- Calm, positive, multi-tasker (particularly on May 5, day of event)

Other

- In February, March, April most work to be done remotely
- Possibility for this role to lead into other roles or opportunities beyond May
- Unique chance to work with our fantastic Board of Directors and spend time with two extraordinary Haitian leaders while building your network and supporting transformative change in Haiti!

Questions? Please reach out to wynn@locallyhaiti.org