



# Event Support Coordinator

**Contracted Position | Summit Education Initiative (SEI)**

## **Position Overview**

Summit Education Initiative (SEI) is seeking a contracted Event Support Coordinator to assist with logistics, communications, and storytelling for SEI's 30th Anniversary Campaign. This role ensures the smooth execution of events, digital content, and campaign milestones throughout the anniversary year.

## **Key Responsibilities**

### **Event Coordination & Support**

- Support planning and execution of all anniversary events (Stakeholder Mixer, Annual Meeting, Donor Reception, 30 Stories Launch).
- Manage event logistics, including venues, catering, RSVPs, run-of-show documents, vendor communication, and onsite support.
- Assist with event promotion, materials preparation, and follow-up communications.
- Coordinate photography/videography needs and ensure proper asset archiving.
- Communications & Social Media: Draft and schedule posts, support campaign messaging, promote events and milestones, and organize media assets.

## **Storytelling & Content Support**

- Coordinate interviews, materials, and timelines for the “30 Stories of Progress” campaign.
- Collaborate with designers and videographers to ensure timely delivery of content.
- Assist with content drafts, copy development, and summaries for campaign materials.

## **Administrative & Budget Support**

- Track invoices, vendor payments, and event-related expenses.
- Maintain a simple budget tracker for leadership review.
- Assist with scheduling, sending reminders, and preparing talking points or scripts.

## **Qualifications**

- Experience in events, communications, marketing, or nonprofit campaigns.
- Strong writing and social media skills.
- Highly organized, detail-oriented, and able to manage multiple deadlines.
- Comfortable using Google Workspace; basic website or content management experience is a plus.
- Experience collaborating with designers, videographers, or creative teams preferred.

## **Compensation & Schedule**

- \$50 per hour, 10-15 hours per week.
- Primarily remote work; must be available for in-person events and select planning meetings.

**How to Apply:** Submit your **resume**, **cover letter**, and **samples of work** to **[ARobinson@seisummit.org](mailto:ARobinson@seisummit.org)**.