

Social Coordinator

Role:

Oversee the planning and organization of special events (Family Day in the Park, Winter Festivals, community garage sale and other such events) held by the Association.

Responsibilities:

1. In conjunction with the Communications Director, ensure that the Association's events and activities are reported in newsletter, online and in the school newsletters.
2. Make recommendations to the Executive for social events
3. Organize and arrange social events where refreshments and entertainment are required.
4. Prepare a budget for each social event and present to the Executive for approval.
5. Prepare a final report for each event and submit where appropriate or required.
6. Organize and recruit volunteers for each event with the assistance of the Membership Director.
7. Work with the Communications Director in advertising all community events.
8. Submit ideas and budget for specific fundraising activities.
9. Organize and coordinate fundraising events upon approval

Time Commitment: Moderate to Intense (seasonal)

- Term of office is two years.
- Monthly Executive Meetings.
- Organize and supervise special events.
- Assist at registration nights.

Skills Preferred:

Planning	Marketing (ticket sales)
Creativity	Organization
Budgeting	Flexibility
Diversity	Public Relations
Diplomacy	Written Communication Skills
Independence	Fiscal Responsibility