



On a mission to succeed

Job Title: Community Event Organizer
Salary: \$25 hour (20 hours per week)
Reports to: Co-Executive Directors
Type: Part-time, 20 hours per week; Monday through Friday, 9a -5p; some weekend and evening work is required
How to Apply: Upload resume and cover letter - Attention: Fathers And Sons Together (FAST); Co-Executive Directors. Send both documents to info@fastfathersandsonstogether.org with **your name and Community Event Organizer** in the subject line. Your cover letter should express why you are interested in this role.

Overview

The Community Event Organizer plays a critical role in the success of our outreach goals and the growth of our organization. We're looking for an organized, energetic, outgoing, entrepreneurial spirit who gets excited about building and supporting youth and families. From conceptualizing each event to post-event evaluation, the Community Event Organizer will organize and manage our programs and activities, ensuring each event achieves organizational and project-specific goals.

Responsibilities:

- Point of contact for FAST programs and events, working directly and supportively with internal and external stakeholders to coordinate all tasks within each event phase
- Develop and implement new programs that support sustainability and meet FAST's objectives
- Review strengths and weaknesses of current programming
- Regularly report program progress to stakeholders
- Work closely with fundraising and marketing teams to improve effectiveness and strategy

Desired Qualifications to Succeed:

- Thorough understanding of event planning phases from the concept, planning, control, and implementation, to closeout
- Excellent organizational skills, with the ability to multi-task and track multiple event workflows and priorities with overlapping deadlines
- Time management skills with exceptional attention-to-detail skills to manage and schedule tasks effectively with a fast turnaround
- Effective interpersonal skills with the ability to build rapport and draw consensus within a diverse work environment
- Independent work ethic and decision-making skills
- Working knowledge in the use of Google business applications (Docs, Sheets, Gmail, Calendar, Drive, Forms)
- Professional written and verbal communication skills
- Experience managing a budget
- While temporary work tasks, staff orientations, and meetings are primarily performed remotely, candidates must reside in the Seattle area.
- College degree or equivalent years of direct experience

Who May Apply: This position is open to all candidates that meet the desired qualifications. **Fathers And Sons Together** value diverse perspectives and life experiences.

Fathers and Sons Together is an Equal Opportunity Employer. Employment policies and programs are nondiscriminatory regarding race, gender, religion, age, national origin, disability, veteran status, or sexual orientation. People of color, LGBTQ individuals, and women are encouraged to apply.

[Community Event Organizer_12.5.2022](#)