

Position Description: Events Coordinator

General Functions:

The Events Coordinator will assist as needed with coordination of events in which Clean Water Action is involved, whether alone or in concert with partner organizations.

Position Background:

While attending and helping staff events has been a CWA volunteer staple for over 20 years, we are committed to taking our events presence to the next level. The Events Coordinator will increase our coverage of events, enabling us to educate more citizens and recruit more volunteers.

Essential Functions:

- Searches out regular tabling opportunities; reaches out to sponsoring organizations to facilitate CWA participation at these events
- Staffs and/or finds volunteers to staff CWA table at events
- Supports CWA program staff for fundraisers, including annual Making Waves event
- Assists with coordination, turnout, and participation for CWA Volunteer Activist Nights
- Plans local outings and events relevant to CWA campaigns

Knowledge, Skills and Abilities:

- Comfort speaking in public on behalf of CWA campaigns and programs (materials and training will be provided)
- Acute attention to detail in logistics, planning, and administering events
- Effective verbal and written communication skills
- Marketing or public relations background preferred, though not required
- Some fundraising experience is preferred, though not required

Time Commitment:

On average, the Events Coordinator is expected to dedicate 10 hours per week; the exact days and hours will vary based on the events' dates and times.

How to Apply:

Please forward resume to either:

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