



Part-Time Community Event Coordinator (Entry-Level)

Pay Rate: \$25 per hour

Status: Part-Time Hourly position (no benefits)

Time: Varies based on need, about 10-20 hours per week (may increase in the coming months)

Position Overview

We are seeking an enthusiastic, organized, and tech-savvy person to support the planning and execution of in-person, hybrid, and virtual community events. This is a temporary, entry-level role that is ideal for someone who enjoys working with people, is comfortable using technology, and can help create engaging online and onsite event experiences.

Key Responsibilities

- Assist with planning and organizing in-person, hybrid, and virtual community events
- Coordinate event logistics including venue setup, virtual platforms, supplies, and vendors
- Manage/ support event technology (Zoom, Teams, livestream tools, registration platforms)
- Provide technical support during virtual and hybrid events
- Communicate with community partners, volunteers, and attendees
- Help promote events through social media, email, and digital outreach
- Support on-site event setup, registration, livestream coordination, and breakdown
- Track attendance, engagement, and collect feedback after events
- Help manage event materials and stay within budget guidelines

Qualifications

- Must be bilingual (Spanish/ English)
- High school diploma required; associate's or bachelor's degree preferred
- 0-2 years of experience in events, customer service, community work, or related field
- Strong technology skills and comfort managing virtual platforms
- Strong organizational and communication skills

- Friendly, professional, and comfortable working with diverse communities
- Ability to manage multiple tasks at once
- Work schedule will include evenings and weekends for events

Skills & Traits | Tech-savvy and adaptable; Detail-oriented; Dependable and punctual; Strong verbal communication in two languages; Team player; Positive attitude and problem-solving mindset

To Apply | Please send a resume and cover letter to jobs@se2changeforgood.com. Resumes will be accepted through April 10, 2026. Please include 'Community Event Coordinator' in the subject line.