



## **Position: Event Coordinator**

One World Education (OWEd) is a non-profit organization whose mission is to prepare youth to be culturally and globally literate citizens. We enhance student engagement and learning through a classroom curriculum built around student writing on culture and global issues.

### **Position Summary:**

On May 1, 2012, OWEd is hosting the 4<sup>th</sup> annual Youth, Culture & Learning Celebration in Washington, DC. The event has attracted over 500 guests, including government officials, education leaders, and local students and families. For the last two years, Channel 9 CBS News has reported on the event. Our team seeks a dynamic, organized, proactive Event Coordinator to lead the implementation of planning, leading up to and during the event. This is a volunteer / internship position for a graduate student or professional looking for an exciting opportunity to work with a high-impact, non-profit organization.

### **Principal Responsibilities:**

- Work directly with the executive director to organize strategic goals for the event and implementation strategies.
- Prepare all necessary printed materials including invitations, brochures, display boards, programs, and invitations.
- Lead all silent auction efforts and logistics.
- Arrange electronic invitations and social media marketing.
- Assist with on-site event logistics.

### **Required Qualifications:**

- Excellent oral and written communication skills.
- Familiarity with graphic design and crafting promotional materials.
- Excellent time management and organizational skills.
- Ability to work independently and as part of a team.
- Able to work 10-15 hours per week in our Columbia Heights office.
- Access to personal laptop computer for use in and out of our office.

### **Preferred Qualifications:**

- Experience with event planning and design of promotional materials.
- Interest or knowledge of local K-12 education system.

### **Application Instructions:**

The desired start time for this position is early January. Please send a cover letter and resume to Eric Goldstein at [Eric@oneworldeducation.org](mailto:Eric@oneworldeducation.org). No calls.

[www.oneworldeducation.org](http://www.oneworldeducation.org)

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