

Position: Events Coordinator

Board Meeting Location:

Whole Foods Market
353 E Broadway
Eugene, OR 97401

Board meetings: 2nd Saturday of every month, 10am-12pm

Expected Service Length: August - June

General Requirements

- Computer with internet access
- Knowledge of Google Drive and Google Email
- Ability to receive/send text messages
- Facebook account (or willingness to create one to communicate with our private board group and the secret Tiny Tots group)
- Good organization and communication skills
- Ability to multitask and follow through

Tiny Tots provides a work Google email account with access to Google Drive

All Board Members

- Attend most monthly board meetings
- Complete the meeting notes related to your role for every board meeting
- Fulfill responsibilities in a timely manner specific to your role
- Communicate with the board to brainstorm, solve problems, help each other, etc.
- Help with member orientation, open house, events and fundraisers as needed
- Give tours as needed
- Open/close/clean the site as needed
- Attend 2 board meetings in August to prepare for opening TT in September - 1 meeting is to physically set up the site
- Help take down TT in June (ideally twice - at the beginning of your time on the board and at the end of your year on the board)

**Position Specific
Requirements**

- Organize two parties on site at Tiny Tots per term with the help of volunteers.
- Organize one event per term with a third-party (willing to offer services/visits for free) on- or off-site for Tiny Tots members.
- Promote relevant community events to the Tiny Tots membership
- Determine and promote Tiny Tots Meet Ups at chosen community events
- Work closely with the Volunteer Coordinator to ensure volunteer help at each party
- Work closely with the Marketing/Social Media Coordinator to promote upcoming parties and events to membership in our various communication channels