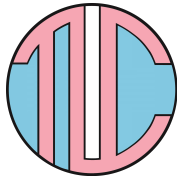


Community Event Organizer – Trans Unity Coalition (TUC)
Volunteer Position | Unpaid | Hybrid: in-person or remote as needed

Role title:	<u>Community Event Organizer</u> . May be referred to as EO.
Primary Division:	Event Coordination Team
Reports to:	Current Executive Director (ED)
Duration:	Ongoing, indefinite
Great early experience for:	Event manager, event services job, festival planner



Duties:

General Provision: The following duties are non-exhaustive. As such, additional needs may be incorporated as this role develops. All duties and responsibilities pertaining to the EO role are subject to change at the discretion of the non-profit ED, but will be best kept in line with the essential needs of the event coordination team and its resources.

Event Brainstorming: Discuss event opportunities. Suggest new event ideas based on community or regional need. Work with leadership to discuss at-large and local events needed by other TUC teams. Develop a list of event types which includes a light summary of their logistical need weighed against intended outcome or result. Identify what resources would be needed for any given event.

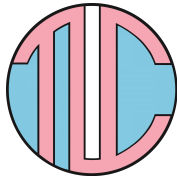
Financial Expense: The EO will generate estimation reports of event cost and work with leadership to determine appropriate budgetary allocations.

Event Coordination: For approved events suggestion, the EO will receive duty assignments from TUC leadership or be granted authority to assign duties to other volunteers for the purpose of coordinating events. Duties such as partner outreach, media outreach, requesting location/venue/event space, event volunteer recruitment, event promotion, and other duties as needed will be assigned for ensuring clear task direction and smooth progress.

Event Debrief: Following events, discuss how coordination went and come up with ways to improve any event operational weakness for future events.

TUC Social Media: Collaborate with leadership or the social media team to create flyers/materials and generate a promotional strategy for any event.

Time Expectation: EO should expect up to approximately 5-10 volunteer hours per week. Event opportunities will vary based on region, and so an EO may expect periods of downtime between event planning.



Additional Terms:

Acting Authority: Under these stipulations, the ED has final say and decision-making authority over role changes and new assignments. No final decision to act is to be made without permission from a supervisor, or in lieu of one, the Executive Director.

Role Flexibility: This volunteer role serves to further expand the event coordination team, as the collective team at TUC fleshes out various needs and duties during its development as an expanding non-profit organization.

This role also provides for role flexibility while acknowledging that due to TUC's many needs across several teams, the ED ultimately has final say regarding role need, direction, and decision-making. To accommodate this relationship, the ED aims to provide listening space for the purpose of learning how to improve this role.