



Position: Events Coordinator

Reports To: Communications & Community Engagement Manager (CEM)

Compensation: \$35,865 Exempt Salaried with opportunity to increase

Classification: 0.5 FTE (20 hours / week; Monday - Thursday with occasional weekend events)

Location: Occupied Duwamish Land (Seattle, WA); hybrid - primarily in-person and some remote

Date Posted: March 8th, 2024

Priority Deadline: March 21st, 2024 (position open until filled)

Anticipated Start Date: April 15th, 2024

ABOUT POWERFUL VOICES

Powerful Voices' mission is to create brave spaces with BIPOC girls & gender expansive youth to take charge of their own power as leaders, igniting their abilities to confidently express themselves, build community, and act against injustices affecting their lives.

Since 1995, Powerful Voices has provided support for youth of color in and outside schools and the juvenile justice system. We provide social justice-focused experiences for BIPOC girls & gender expansive youth ages 11-19. We work mostly with youth who reside or attend school in greater Seattle or King County.

Powerful Voices has a deep commitment to shared leadership, transparency, authentic relationship building, opportunities for growth, community-care, and wellness - all of which lead to a work culture that is affirming, supportive, and infused with gratitude and celebration. We aim to have a fully BIPOC staff with preference for folks most directly impacted by patriarchy, including trans & cis women, nonbinary folks, trans men and transmasculine folks, Two Spirit people, and gender expansive people with other intersecting identities that provide them a unique cultural lens. Overall, Powerful Voices builds a space where girls and gender expansive youth of color feel brave enough to share their truths with us and then the world. In service to our young folx, we are searching for individuals who align and contribute to promoting these values.

VALUES ALIGNMENT

We hold each other to our values of anti-adultism, anti-racism, social justice activism, and transparency. How we define these values:

- **Anti-Adultism** - belief that young folx are the experts of their own experiences and we must work to shift and increase the power of young folx. Adultism is where adults have unearned power over young people that is reinforced by institutions and social norms.

- **Anti-racism** - actions which are meant to counter racial prejudice, systemic racism, and the oppression of marginalized racial groups.
- **Social justice** - the active commitment for equal opportunity, treatment, and rights in health, economic, education, political, and juvenile justice systems that is centered in community building, collective care, and mutual liberation.
- **Activism** - movement and action to bring about social and systemic change; in our programs, we provide activism curriculum that encourage BIPOC girls and gender expansive youth to develop critical thinking, knowledge and skills so they can act to make the world a better place.

THE OPPORTUNITY

The Events Coordinator will coordinate the planning and logistics of all major Powerful Voices events in collaboration with a Youth Engagement Board (YEB) and adult staff. The Events Coordinator, along with the CCEM and another staff member, will help supervise the Youth Engagement Board.

RESPONSIBILITIES

Event Planning, Management, and Execution (65%)

- Work closely with event leads* and youth leaders to execute their vision alongside youth fellows from the Youth Engagement Board
- Create and maintain detailed digital project management documents and updated task lists related to all key areas of work, using our preferred platforms (Google Sheets, Google Docs, and ClickUp, a project management tool). Documents should include an event outline as well as run of show documents.
- Set and keep track of project deadlines
- Manage event logistics such as:
 - Venue / space rental, catering / snacks/ beverages, event accessibility (wheelchair access, ASL, language translation, size inclusivity and inclusive seating), audio/visual & other technology set-up such as livestream, supplies/materials, seating & table arrangements, decorations, setup / breakdown
 - With support of the Communications & Community Engagement Manager (CCEM): gifts and merchandise, community partnerships and collaborations
- Act as the logistical point person for all major Powerful Voices events
- Coordinate event check in process.
- Coordinate volunteers to support with events, including interns and fellows
- Collaborate with the Development team to help identify and recruit sponsors and in-kind donations.
- Work with YEB, Outreach Coordinator, and CCEM to envision ways to engage youth and community before and throughout the event
- Coordinate post-event appreciations in collaboration with event leads.
- Develop an event evaluation tool; plan and participate in event debrief and celebration

- Work with CCEM to support the event registration process.
- Work with CCEM on press releases and media outreach.
- Work with Outreach Coordinator to delegate in-person outreach efforts and communicate volunteer needs.

**Event leads are the PV staff members and youth leaders who are responsible for envisioning a specific event. Different events arise from different program areas. For example, the Healing Justice Team would be the event leads for the Healing Justice Summit. Meanwhile, the Employment Program Manager (who manages the Activista program) would be the event lead for Girlvolution*

***Events that this position will be a point person for:** *(Event list may expand and vary as needed. Most events are in-person with some, such as the Wellness Speaker Series, occurring over Zoom).*

- Healing Justice Summit (annual-June)
- Activistas & PV Radio Joint Showcase (2024 only-July)
- Artivism Arts Expo (annual-November)
- Wellness Speaker Series (quarterly)
- 1 - 2 Fundraising Events (example: Luncheon)
- 1 - 2 Community Events (example: Skate Night)

*Girlvolution, DYVAS Zine Release Party, and PV Radio Launch Party will return in 2025.

Training and Mentoring Youth (30%)

In an effort to continue expanding the roles of youth leaders at Powerful Voices, PV will be launching a Youth Engagement Board (YEB) to help shape and plan Powerful Voices events, communications, and outreach efforts. The Board will have three committees: events, communications, and outreach. The Event Coordinator will be responsible for 2-4 youth fellows in the events committee, as well as take joint responsibility (along with two other PV staff members) to help guide, organize, and support the Youth Engagement Board as a whole.

Responsibilities in this capacity will include:

- Meet 1-2 x/ week with YEB Event Fellows
- Meet 1x/month with YEB as a whole
- Teach and train youth in areas related to event planning
- Involve youth in co-facilitating meetings
- Model collaborative decision making
- Conduct 1x1s (two per young person)
- With support of CCEM and other staff members helping supervise the YEB, Create & implement feedback surveys and a post-program focus group with the YEB

Additional responsibilities as needed (5%)

- In order to be able to respond to youth creativity, leadership & needs as well as unforeseen circumstances as they come up, we ask for flexibility to address new needs as they come up (given time, scope & capacity).

REQUIRED SKILLS, TRAITS, & EXPERIENCE

- Excited about BIPOC girl & gender expansive youth leadership & activism.
- Comfortable working with young people in the high school and middle school age range.
- Strong project management skills.
- Self-directed & motivated.
- Thrives in a team environment.
- Strong communications skills.
- Strong problem-solving skills.
- Detail-oriented.
- Adaptable, able to shift as needed and meet young people where they are at.
- Enthusiastic about working on a pilot project, knowing there will be a learning curve and lots of room for creativity and input.
- Excited and ready to bring a social justice & disability justice framework into event curation.
- Broadly aligned with Powerful Voices's values.
- At least 2 years of experience with youth facilitation & training (with at least 1 year in a leadership capacity).
- At least 4 years of event planning & management experience (with at least 2 years in a leadership role).
- Experience with social justice or grassroots organizing environments (does not have to be in a paid capacity!).
- Proficient in Google Drive, Google Docs, and Google Sheets.
- Comfortable working with/willing to learn project management tools such as ClickUp.
- Comfortable communicating regularly with or willing to learn Slack.

We are open to all education levels and will prioritize experience, skills and values alignment.

LIMITATIONS & DISCLAIMERS

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. The team member may be required to perform duties outside of their normal responsibilities from time to time, as needed. Upon consideration of employment, we will run a criminal background check (state and national). The results of the criminal background check will not necessarily prevent an offer of employment, depending on the offense.

WORK ENVIRONMENT

This is a part-time (0.5 FTE), exempt position at 20 hours/week. This position might be asked to adjust their schedule occasionally for evening/weekend work, though there is room for flexible scheduling that values individual wellness.

- All employees are required to provide proof of COVID-19 vaccination.
- We expect all people affiliated with Powerful Voices to practice safety precautions such as masking & social distancing. Masks are required for all indoor gatherings.
- Powerful Voices is currently operating a hybrid structure of in-person and virtual meetings.
- Powerful Voices will also provide staff with a laptop and other reasonable resources that would support a comfortable remote work environment.
- WA State driver's license and access to a personal vehicle preferred, but not necessary.
 - Access to reliable transportation is necessary.
- Our office has one floor with no steps and gender neutral ADA accessible restrooms.
- This is not a scent-free environment.

Expectations for meetings and events:

- Meetings occur in-person and virtually with COVID-19 protocols in place when in-person.
 - Staff meetings happen virtually on Tuesdays from 10am-12pm with a break.
- Tasks for in-person events might include: decorating and space set-up, transporting event materials, gathering and preparing event materials, greeting and checking-in guests, etc.

COMPENSATION & BENEFITS

The compensation for this position is \$35,865 annually. Employees are paid twice monthly and the following benefits will be provided:

- **Medical & Dental:** Full medical/dental/vision benefits for employees and dependents.
- **Holidays & Time Off:** 12 paid holidays and accrual of up to 2-weeks of Paid Time Off (PTO) annually for part-time employees prorated based on start date. Employees also accrue up to 7 floating holidays/year that can be used once/month for seven out of twelve months.
- **Transportation:** Employees who use personal vehicles for Powerful Voices' business will be reimbursed at the federal mileage rate or be reimbursed for utilizing public transportation.
- **Professional Development Trainings:** Professional development funds are available to attend trainings and workshops that promote professional growth.
- **Wellness Fund:** All employees accrue up to an additional \$250 per year prorated based on start date to spend on activities or items that you use to keep yourself well.
- **Self-Care:** 4 personal hours of self-care per month that can be counted as work hours.

HOW TO APPLY

- Email the following materials to hr@powerfulvoices.org.
- Subject: **"Events Coordinator/YOUR NAME"** (all in one PDF document, *if possible*):
 - **Resume**
 - Name and pronouns (if applicable).
 - Email and phone number where you can be reached.
 - City and state of where you reside.
 - Relevant paid/unpaid experience w/ positions, durations and responsibilities.
 - Educational or training background.
 - Scope of skills and knowledge.
 - Level of proficiency with technology.
 - **Letter of Interest**
 - How does Powerful Voices' mission align with your values and passions?
 - How has your lived and learned experience prepared you for this role?
 - How do you practice solidarity with BIPOC girls and gender expansive youth?
 - What is your vision for this role as it relates to Powerful Voices' mission?
 - **Three References**
 - Name
 - Email
 - Phone
- Applications will be received by email-only. No phone calls or physical mail please.
- Note of the following dates. If you are selected for an interview, we will be inviting you to interview with us within this time frame:
 - Two virtual interviews with adult staff and youth: week of April 1st-4th, 2024
 - The anticipated start date for this position is: April 15th, 2024

Deadline to apply is March 21st by 5pm Pacific Standard Time (PST); materials received after this deadline will be reviewed until the position is filled.

Powerful Voices is an Equal Opportunity Employer. BIPOC (Black, Indigenous, and other People of Color), Muslim folks and people living with disabilities most directly impacted by patriarchy, including trans & cis women, nonbinary folks, trans men and transmasculine folks, Two Spirit people, and gender expansive people are strongly encouraged to apply.

For more information about Powerful Voices', please visit www.powerfulvoices.org.