

Form Name: WorkStudy Job Description 2025-26\_SEATTLE COLLEGES  
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| <b>Job Title</b>                | Event Coordinator          |
| <b>Campus Location</b>          | Seattle Central            |
| <b>Department</b>               | Student Leadership         |
| <b>Building and Room Number</b> | Student Leadership SAC 350 |

## Job Description

### EVENT COORDINATOR

Work Hours: Up to 12 hours/week ☐ Salary: \$21.30 Start Date: Early to Mid-March, 2026 Application Deadline February 14th, 2026

#### Summary

The College Activities Board (CAB) organizes events to foster community among students, creating co-curricular and extracurricular opportunities for them to experience diverse social environments, current issues, and cultural concerns. Event Coordinators support student Life at Seattle Central. Every month, CAB hosts a variety of programs and events, including film screenings, discussions, guest speakers, artists, poets, workshops and more.

#### What you will Learn

##### Leadership practice and development

- ☐Budget for events according to Services and Activities Fees guidelines.
- ☐Plan the end-of-year Unity Fair collaboration with other student leaders and staff across campus.
- ☐Build your leadership skills by leading meetings, taking notes, making decisions as a group, and working with other student councils.
- ☐Represent Student Leadership by speaking at events and on panels to share your experiences.

#### Outreach and Community Engagement

- ☐Maintain Student Leadership and College Activities Board social media on a regular posting schedule.
- ☐Design and implement targeted outreach for events using flyers, social media posts, tabling and in-person outreach, and class visit.
- ☐Support other student Life programs and student clubs by attending their events, joining planning committees, and assisting with outreach.
- ☐Support Front Desk Operations, as needed.

#### Assessment

- ☐Record and track event attendance using sign-in sheets.
- ☐Gather post-event attendance feedback through surveys and questionnaires
- ☐Assist with other student body feedback collection and survey projects as needed.

#### Leadership Development

- ☐Participate in trainings to learn key skills including community building, workshop creation and facilitation, and transfer/post-college readiness.
- ☐Practice facilitation, public speaking, collaboration,

communication, and time management skills.

- ☐Participate in student committees, student success initiatives, and special projects, as assigned.

#### Requirements

- ☐Must be a currently enrolled student at Seattle Central College for Spring 2025
- ☐Must plan to be enrolled in at least 10 credits per quarter throughout the 2025-26 academic year (excluding Summer Quarter).
- ☐Must have and maintain at least a 2.5 quarterly/cumulative GPA.
- ☐An eagerness to work with and serve students of all backgrounds: cultural, ethnic, religious, political, gender identity, academic pursuits, and all other ways we define our uniqueness.
- ☐Exhibits strong character and work ethics, including responsibility, honesty, and professionalism.
- ☐Comfortable using email, internet, word processing, and other common digital tools.

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| <b>Number of Positions Available</b>     | 2  |
| <b>Experience/Qualifications Desired</b> | <p>Interest in event planning, student engagement, or campus activities</p> <p>Strong communication and teamwork skills</p> <p>Ability to organize tasks, manage time, and meet deadlines</p> <p>Comfortable using digital tools such as email, word processing software, and social media platforms</p> <p>Experience with outreach, tabling, customer service, or leadership roles preferred but not required</p> <p>Commitment to working with students from diverse cultural, social, and academic backgrounds</p> <p>Dependable, professional, and willing to learn</p>   |
| <b>Educational Benefits</b>              | Students in this position gain hands-on experience in leadership development, event coordination, and community engagement. Educational benefits include building professional skills such as communication, public speaking, teamwork, facilitation, budgeting, and time management. Students will learn how to plan and assess events, conduct outreach, manage social media, and collaborate across departments. This role supports career readiness, transfer preparation, and provides practical experience applicable to fields such as communications, event management, nonprofit work, marketing, and student services. |
| <b>Expected Hours</b>                    | 12   |
| <b>Position Available</b>                | Summer, Fall, Winter, and Spring   |
| <b>Contact Person</b>                    | Shalaye Brown  |
| <b>Contact Person's Phone Number</b>     | (360) 223-1016   |
| <b>Contact Person's Email</b>            | shalaye.brown@seattlecolleges.edu  |