

Form Name: WorkStudy Job Description 2025-26\_SEATTLE COLLEGES  
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Location:

<b>Job Title</b>	Event Coordinator
<b>Campus Location</b>	Seattle Cental
<b>Department</b>	Student Leadership
<b>Building and Room Number</b>	Student Leadership Building 362
<b>Job Description</b>	<p>The Event Coordinator for the College Activities Board (CAB) supports Student Leadership in planning and executing campus events that foster student engagement and community building. Coordinators help organize a variety of programs, including film screenings, guest speakers, workshops, cultural events, and discussions.</p> <p>Key responsibilities include coordinating event logistics, assisting with budgeting in alignment with Services and Activities Fees guidelines, and promoting events through social media, flyers, and in-person outreach. Event Coordinators collaborate with student leaders and staff to develop inclusive programming and help plan large-scale events such as the annual Unity Fair.</p> <p>Additional duties include tracking event attendance, collecting participant feedback through surveys, supporting other Student Life programs and clubs, and assisting with front desk operations as needed. Event Coordinators also represent Student Leadership at campus events and participate in trainings and meetings to build leadership and professional skills.</p>
<b>Number of Positions Available</b>	2
<b>Experience/Qualifications Desired</b>	Currently enrolled or planning to enroll at Seattle Central College Ability to work up to 12 hours per week Strong communication and organizational skills Interest in event planning, leadership, and student engagement Comfortable using email, social media, and basic digital tools Ability to work collaboratively with diverse student populations Reliable, responsible, and professional work ethic

**Educational Benefits**

Students in this role will gain hands-on experience in event planning, leadership development, and community engagement. They will build skills in communication, teamwork, public speaking, time management, and program coordination. The position also provides experience with budgeting, marketing, and assessment, preparing students for future academic, professional, and leadership opportunities.

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**Expected Hours**

12

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**Position Available**

Fall, Winter, and Spring

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**Contact Person**

Shalaye Brown

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**Contact Person's Phone Number**

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