

Form Name: WorkStudy Job Description 2025-26_SEATTLE COLLEGES
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Job Title	Event Coordinator
Campus Location	Seattle Cental
Department	Student Leadership and Engagement
Building and Room Number	Student Leadership Building

Job Description

EVENT COORDINATOR

Work Hours: Up to 12 hours/week □ Salary: \$21.30 Start Date: September 14th, 2026

Application Deadline June 17th, 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 enroll in at least 10 credits per quarter throughout the 2026-2027 academic year (excluding Summer Quarter)
- Must have and maintain at least a 2.5 quarterly/cumulative GPA.
- Must be a committed Seattle College student for fall and winter quarter of academic year 2026/2027
- 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.
- Must be Work Study Eligible

To Apply type in

<https://tinyurl.com/5534n6jw>

Experience/Qualifications Desired

- ☐ Must be a currently enrolled student at Seattle Central College for Spring 2025
 - ☐ Must plan to enroll in at least 10 credits per quarter throughout the 2026-2027 academic year (excluding Summer Quarter)
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 - ☐ Must be Work Study Eligible
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Educational Benefits

Students employed as Event Coordinators will gain practical experience in leadership, event planning, marketing, community engagement, and program assessment. Through coordinating campus events and collaborating with student leaders, staff, and community partners, students will strengthen their communication, teamwork, problem-solving, and organizational skills.

Educational benefits include:

Leadership development through facilitating meetings, representing Student Leadership at events, and participating in campus initiatives.

Event planning and project management experience, including budgeting, logistics coordination, and program implementation. Marketing and outreach skills through social media management, flyer design, tabling, classroom presentations, and targeted event promotion.

Assessment and data collection experience through attendance tracking, survey administration, and evaluation of program effectiveness.

Professional development in public speaking, collaboration, time management, and workplace professionalism.

Increased understanding of student affairs, campus programming, and inclusive community-building practices in a higher education setting.

These experiences help students develop transferable skills that support academic success, career readiness, and future leadership opportunities.

Expected Hours	12
Position Available	Summer, Fall, Winter, and Spring
Contact Person	Shalaye Brown
Contact Person's Phone Number	(206) 934-5285
Contact Person's Email	shalaye.brown@seattlecolleges.edu
