



Activities Coordinator

Description: The function of the Activities Coordinator is to ensure the festival/event has features that are appealing and appropriate for the audience and tie directly into the overall theme. Managing the programming component of the festival/event requires a clear agenda for providing the audience with an interactive experience that draws attention to the significant features of the goals and provides messaging consistent with the theme. The Activities Coordinator will be responsible for organizing all kid activities and interactive portions of the event.

Responsibilities:

- Plan and secure activities for kids and adults
- Have experience in developing contracts, scheduling, programming, acquiring technical help
- Have strong negotiation skills
- Be organized and detail-oriented
- Choosing suitable activities that fit the target audience
- Determining the number of volunteers that will be required
- Identifying all the materials, equipment, and technical needs
- Determining the cost and overall needs and communicating that to the Sponsorship Coordinator, Fundraising Coordinator, and Financial Management Coordinator
- Collaborate with the Arts and Culture Coordinators
- Assessing the success of the programming

Requirements:

- Experience in planning interactive activities and experiences
- Commit to You Matter 2 from September 2021 - June 30, 2022
- Attend bi-weekly (twice a month), 1.5 hour Juneteenth team meetings
- Strong organizational skills
- Good communication skills, including written, oral, and interpersonal;
- Ability to use computers, email, and similar tools;
- Ability to get along with different people; and
- A passion and a sense of humor are definite assets.
- Resident of a local South Suburban Community
- Dedicated to the mission of You Matter 2 and Juneteenth