

Explained Responsibilities of Event Coordinator

Organizing short term 5-10 days educational events (camps)

- Logistics - booking accommodation and catering services, usually from a set of service providers we have used before,
- Logistics - organizing transport for participants (buying plane tickets, ordering bus).
- Participants - gathering young people by contacting schools and engaging local youth, participants of former activities, volunteers base.
- Communication - providing necessary information about the event for participants and service providers. For instance, information for participants is location and dates of the event, travel details, what to bring and how to prepare; for service providers like accommodation - number of people, needed equipment, catering arrangements, etc.
- Coordination of team members participating in the event - there needs to be a camera man, facilitator and few volunteers in each event. Contacting each person, checking their availability, providing information about logistics and tasks assigned to them during the event.
- Event - coordinating the camp, communicating with participants and service providers, taking care of paperwork needed to be filled during the event, preparing the evaluation of it. In general, making sure everything goes smoothly.
- Follow up activities - assigning responsible participants for dissemination activities (sharing the results of the camp), making sure activities are done, gathering proof of the dissemination activities.
- Preparing final report of the event and other relevant paperwork.

Procurement and negotiations

When organizing events, we are collaborating with accommodation, travel (mainly bus) and other service providers. We have positive experience with some of them, but are always looking for better options and ways to improve. Therefore, the coordinator position will also involve:

- Searching for new accommodation options, travel companies and other service providers (office supplies, promo materials).
- Gathering and filtering best offers, negotiating and meeting the price requirements.
- Ordering goods and services, taking care of invoices and payments.

Preparing reports and evaluations

- Regularly updating status of tasks, activities and events using dedicated tools (Microsoft Office 365, Microsoft Dynamics 365).
- Filling in tracking documents.
- Reporting to project manager about overall workflow and progress.
- Preparing reports related to specific event according to given template.
- Creating evaluation forms for events and activities organized, making sure they are filled by participants.

Improving the quality of the events and the operations

- Offering new ideas how events and operations can be done more efficiently, solutions for avoiding mistakes and effective usage of resources.

Promotion of the events online

- Communicating with media team to prepare marketing materials, like posts, teasers, infopacks for events, etc.
- Regularly posting content to social media and our websites about upcoming international events and local activities, sharing results of the events (photos, videos, etc.) and other useful and relevant content.