



Sustainable Economic Enterprises of Los Angeles

1125 W 6th Street Suite 500 • Los Angeles CA 90017 • TEL (323)463-3171 • FAX (323)463-1062 • www.seela.org

TITLE: Event Coordinator, Current:LA Sustainable Urban Food Systems Summit

STATUS: Part-time, Temporary, Freelance contractor June-November

REPORTS TO: Project Manager, Current:LA

SUPERVISES: Volunteers

COMPENSATION: \$2,000 Stipend

Summary of Responsibilities

Sustainable Economic Enterprises of Los Angeles (SEE-LA), is seeking an Event Coordinator. The Event Coordinator is responsible for the successful implementation of SEE-LA's Sustainable Urban Food Systems Summit - an event funded by the Department of Cultural Affairs for their triennial Current:LA Food. The Event Coordinator is a contract position and will assist the Project Manager in overseeing all aspects of the event preparation, logistics, marketing and production. The Sustainable Urban Food Systems Summit will be SEE-LA's first experience bringing together local growers, farmers' markets, restaurants, and neighborhood corner stores for a day-long event that will be free and open to the public.

SEE-LA is a 501(c)3 non-profit; our mission is to build sustainable food systems and promote social and cultural activities that benefit both low-to-moderate income residents of Los Angeles while also supporting California small- and mid-sized farms and local small businesses.

Qualifications:

- Experience working collaboratively with a wide variety of individuals, businesses and organizations
- Ability to communicate effectively with farmers/growers, vendors, government inspectors, market partners and community members
- Computer literacy (MS Office Suite, internet applications, email marketing and social media)
- Experience in event planning and community organizing
- A detail-oriented and strategic thinker
- Must be able to attend the event on October 26th
- Must be able to use computer and cell phone
- Fluency in Spanish preferred

Specific Responsibilities

- Schedule and confirm speakers, workshop facilitators, food vendors, and volunteers of the Summit
- Maintain regular communication with Project Manager and Graphic Designer including regularly scheduled check-ins to ensure project is on time and within budget
- Support Project Manager with SEE-LA's Current:LA Committee and external partners, including but not limited to Graphic Designer, Program Site Artist, and other event stakeholders
- Coordinate with the internal Social Media Working Group to implement general Current:LA promotion and Current:LA Sustainable Urban Food Systems Summit social media campaign
- Assist in the oversight of all event details including but not limited to entertainment, transportation, venue, equipment, and promotional material, etc.
- Meet weekly with SEE-LA's Current:LA Committee
- Work with Program Manager to recruit volunteers and day-of staff support
- Proactively handle issues and troubleshooting of any emerging problems throughout the event process
- May perform related duties as assigned by management

Please submit cover letter and resume via email to: employment@see-la.org (Subject Line: Current:LA Event Coordinator).

DISCLAIMER: The above is intended to describe the general contents and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.