



## Event Coordinator Role Description

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<b>POSITION</b>	<b>Event Coordinator</b>
<b>HOURS</b>	This is a voluntary position (hours to be discussed)
<b>POSITION OVERVIEW</b>	<p>We are looking for an Event Coordinator to support the planning and delivery of community-focused events that raise awareness, foster engagement, and generate vital support for children living in care, including support for their caregivers.</p> <p>You'll play a central role in helping us deliver impactful, well-run events that engage the public and raise essential funds and awareness. You'll be part of a small, warm and passionate team that values initiative, collaboration, and heart-led mahi.</p> <p>You'll take the lead on events like <b>Colour Cambridge</b> and the <b>KIN Open Day</b>.</p>
<b>KEY RESPONSIBILITIES</b>	<ul style="list-style-type: none"><li>• Support the planning and delivery of external community events</li><li>• Liaise with vendors, media, community partners, volunteers, and supporters</li><li>• Assist with event promotion through social media, posters, and word of mouth</li><li>• Bring fresh ideas to keep events fun, impactful, and well-attended</li></ul>
<b>KEY ATTRIBUTES</b>	<ul style="list-style-type: none"><li>• Strong organisational and communication skills</li><li>• Flexibility and an independent work focus; managing multiple tasks will be your forte</li><li>• Creativity, energy, and enthusiasm for event planning</li><li>• Experience in event coordination</li><li>• A heart for children and whānau in need</li></ul>