



EVENT COORDINATOR

The position of "Event Coordinator" in Mladiinfo Slovensko is created to ensure that we have monthly activities or events in which Mladiinfo Slovensko is taking part. These events can be organized by Mladiinfo in form of cultural nights or movies, workshops and team building events or by other organizations in form of Job Fairs / University Fairs and others. The person will maintain contacts with other organizations to secure invitation to such events. She/he will also discuss with the team in Mladiinfo Slovensko for potential dates when she or he can organize some events in the organization.

TASKS

- Coordination and planning of events for participation of Mladiinfo/in Mladiinfo
- Contacting partners/ hosts/ organizations/ guests
- Coordinating team of people preparing the event
- Logistics of the event



EXPECTATIONS

- At least one event per month. It can be cultural evening or movie night;
- Update team of potential future events so they can prepare and make time;
- Monthly discussion with coordinator about planned activities and strategies about potential graphic contents.

