



Special Events Coordinator Job Description

ORGANIZATION OBJECTIVE:

Center for Tomorrow's Leaders is a growing, impactful nonprofit organization dedicated to engaging, equipping, and empowering young leaders for Hawaii. Through signature high school programs as well as Vanguard, CTL's alumni initiative, CTL is creating an atmosphere for leaders to be discovered and launched. New team members will join a dynamic and fun environment - committed to young leaders.

PRIMARY RESPONSIBILITIES:

CTL is looking for a new team member to coordinate high-impact events that provide both educational benefits for students and opportunities to raise support for CTL. The position will be focused on the following responsibilities:

- Manage community events for CTL which includes but is not limited to Vison Lab, CTL's annual fundraiser, an alumni reunion event and year-end showcases for the Ambassadors program
- Develop and recommend plan that includes the venue, budget and key vendors
- Build relationships with stakeholders, community partners and CTL staff
- Assist with other fundraising-related tasks

REQUIREMENTS:

- Available full-time Monday through Friday, as well as possible weekends and evenings
- A current driver's license and use of a personal car to drive to meetings
- Ability to move about to accomplish tasks or moving from one location to another
- Prolonged periods of sitting at a desk
- Basic computer skills in programs such as the Microsoft Office suite
- Experience with detailed project coordination
- Strong team player with a teachable mindset

SALARY AND BENEFITS:

Competitive salary which includes comprehensive benefits package, including medical insurance with vision and dental and paid time off

APPLY:

Email resume to Katie Chang: kchang@ctlhawaii.org

In accordance with Federal Law, CTL is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.