



Special Events Coordinator Job Description

POSITION 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, and year-end showcases for the Ambassadors program
- Develop and recommend plan that includes the venue, budget, key vendors, and manage within the approved plan
- Build relationships with stakeholders and community partners
- Liaison with staff, students and community
- 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
- Keen attention to detail
- Basic computer skills in programs such as the Microsoft Office suite
- Experience with project or program planning and coordination
- Strong team player with a collaborative 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