

Job Title: Event/Logistics Manager

Organization: Real Queens Fix Each Others' Crowns

We are looking for an **Event/Logistics Manager** for the [Real Queens Fix Each Others' Crowns](#).

This **volunteer** role would be responsible for obtaining an event location for any upcoming events and coordinating any logistics necessary to ensure the event runs smoothly.

Our ideal candidate will have:

- Strong organizational and time management skills
- Excellent problem solving skills, ability to communicate effectively, both verbally and in writing
- Good strategic and tactical thinking
- Ability to work in a collaborative style and move others to action by planning, motivating and organizing work tasks
- Excellent interpersonal skills that establish and maintain credibility and relationships
- Prior event planning or other project management experience a strong plus

Key responsibilities include:

- Finding suitable venues for various events
- Coordinating catering and other food/snack needs for events
- Acting as liaison between RQFEOC and contact person of venue to address issues
- Coordinate the team to make sure that everyone stays on schedule
- Coordinating transportation for students to get to/from venue
- Assessing and fulfilling any audio/video equipment needs at the venue (projectors, PA system, etc.)
- Working with CEO and Directors on budget
- Coordinating documentation of events (photography/videography)

Expected time commitment: 5 hours/week. This includes checking RQFEOC emails three times a week, attending meetings, and following up on various tasks for your role.

We ask that all leadership team members commit to one year of being on the team, if possible, unless a lesser time frame can be negotiated. Please be honest about your time commitments, while we realize it is difficult to forecast what you may be doing four or five months out, we ask potential team members to try their best to upfront with any conflicts, either work or personal. Thank you for your understanding!