



NorthSouth Foundation

Event Manager job requirements

Qualifications : An Adult/Parent Volunteer

- Highly energetic, Passionate, Super Motivated individuals
- Firm Believer in NorthSouth organization mission, vision, values and goals
- 1-2 hours of weekly (Average) commitment required
- Must be comfortable using G-Suite (Google Drive, Sheets, Docs, Calendar, Google Meet and Forms.)
- Excellent organizational, interpersonal, and administrative skills
- Prior experience in event planning and managing vendors

Responsibilities

- Work with Chapter Directors, Brand Ambassadors within NorthSouth Foundation Chapter to plan and Host events
- Lead Promotional activities, Coordinate event operations
- Support Brand Ambassadors in hosting Chapter Level events
- Source and negotiate with vendors and suppliers, Coordinate Operations
- Update NorthSouth Chapter Level Social Media Platforms and tools
- Budget Planning for events And Analyze event success

