

**Job Title:** Event Planner

**Organization:** S.E.E.K Foundation, Inc.

**Location:** 990 Biscayne Blvd. #503, Miami, FL 33132

**Position Type:** Part-Time/Contract

**Salary Range:** \$25,000 - \$44,000

**About Us:** S.E.E.K Foundation is dedicated to making STEM and STEAM education accessible for children across communities in the United States, especially minorities living in under resourced and marginalized neighborhoods. We strive to provide workshops and after-school programs to equip children from elementary to high school with critical skills to facilitate economic opportunities with the expectation that they will become lifelong problems solvers and drivers of innovation in their communities. Our team is committed to making a positive impact in the community, and we are looking for a creative and organized Event Planner to help us achieve our objectives through impactful events.

**Job Summary:** The Event Planner will be responsible for planning, coordinating, and executing events that support the mission and goals of the organization. This role involves managing all aspects of event planning, from conception to completion, ensuring events run smoothly and achieve desired outcomes. The Event Planner will work closely with internal teams, volunteers, and external vendors to create memorable experiences for attendees.

**Key Responsibilities:**

- Develop event concepts and themes that align with the organization's mission and goals.
- Plan and execute events, including fundraising galas, community outreach events, workshops, and conferences.
- Coordinate all event logistics, such as venue selection, catering, transportation, and audiovisual needs.
- Provide a timeline for execution of all events.
- Secure permits (if applicable).
- Manage event budgets, ensuring cost-effective solutions and adherence to financial constraints.
- Negotiate contracts with vendors and service providers.
- Promote events through various channels, including social media, email marketing, and partnerships.
- Oversee event registration and attendee management.
- Train and coordinate volunteers for event support roles.
- Ensure compliance with legal, health, and safety requirements.
- Conduct post-event evaluations to assess success and identify areas for improvement.
- Maintain accurate records and prepare reports for management.

**Qualifications:**

- Bachelor's degree in Event Management, Hospitality, Marketing, or a related field.
- Proven experience as an Event Planner or in a similar role.
- Strong organizational and project management skills.
- Excellent communication and interpersonal skills.
- Ability to multitask and work under pressure.
- Creative thinking and problem-solving abilities.
- Proficiency in event management software and Microsoft Office Suite.
- Knowledge of marketing and promotion strategies.
- Ability to work flexible hours, including evenings and weekends, as needed.
- 5 + years of experience.

**Key Competencies:**

- Attention to Detail: Ensures all aspects of events are meticulously planned and executed.
- Creativity: Brings innovative ideas to event concepts and problem-solving.
- Communication: Strong verbal and written communication skills to effectively convey information to various stakeholders.
- Time Management: Manages time effectively to meet deadlines and prioritize tasks.
- Collaboration: Works well with a team and builds strong relationships with internal and external partners.

**Benefits:**

- Competitive salary based on experience
- Flexible working hours
- Opportunities for professional development and growth
- Supportive and collaborative work environment

**Contact us:** [www.seekedu.org](http://www.seekedu.org) | [info@seekedu.org](mailto:info@seekedu.org) | 1-888-346-5552

**Application Deadline:** Until position is filled

**S.E.E.K Foundation, Inc. is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.**