Community Events Specialist

# About

At Big Break, we welcome applicants who bring a diversity of experiences, perspectives, and skills to our team, and recognize that our differences make us stronger and better equipped to serve our industry and communities.

We are committed to providing a safe and welcoming environment, where everyone can feel valued, supported, and empowered to succeed.

Interested in volunteering? Our positions are fully remote, flexible, and provide opportunities for growth.

# Role Description

The **Community Events Specialist** facilitates the development and execution of Big Break’s community-led events. This role is responsible for building relationships with community members, reviewing and approving event proposals, and ensuring alignment with event guidelines and best practices.

Anticipated commitment is 3-5 hours a week.

# Responsibilities

* Develop a guiding framework for the forthcoming *Community Meet-Ups* program, driven by and executed by community members.
* Review community-led event proposals for feasibility and alignment with Big Break’s mission and values.
* Support the planning and execution of community-led events by offering guidance, creating an events calendar, and coordinating promotion efforts.
* Actively gather and analyze feedback to continuously improve future events.
* In collaboration with event planners, prepare post-event reports of key takeaways.

# Qualifications

* Demonstrated experience in event planning, community engagement, or related work (nonprofit experience a plus).
* Strong organizational, project management, and communication skills, with the ability to manage multiple projects simultaneously.
* Problem-solving skills and a proactive approach to managing challenges.
* Passion for promoting inclusion, diversity, equity, and accessibility in the Location-Based Experience industry.

This is a professional volunteer position with an anticipated commitment of 3-5 hours per week. As a Community Events Specialist, you will play an essential role in supporting Big Break Foundation's mission.

Those who do not completely meet the requirements but have a passion for our mission are encouraged to apply!

**Apply**

***Contact nicolle@bigbreakfoundation.org if you need accommodation or help completing the application, or otherwise participating in the selection process.***