

San Antonio African American Community Archive and Museum (SAAACAM)

Volunteer Roles and Capacities

2019-2020

Position: Fiesta Events Coordinator

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| Reports To: Programs Committee Chair | Committee Assignment: Programs Committee | Type of Interaction: In-Person |
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| Est Time Commitment: 10 hours/week up until event | Term Limit: 4 months, renewable | Number of Openings: 1 |
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Position Description

An essential part of SAAACAM's Programs Committee, the Fiesta Events Coordinator is responsible for developing, facilitating and overseeing the budgets and planning for relative aspects of planning Fiesta events for SAAACAM. This position reports to the Chair of the Programs Committee and provides activity reports to the greater committees on a frequent basis leading up to Fiesta each year.

Deliverables

- Development of Fiesta Programming Budget(s) and event timeline(s) within the first month in office,
- Development of volunteer needs/capacities to support Fiesta events programming within the first month in office,
- Ongoing performance monitoring and evaluation, configuration management planning and support of volunteers to ensure success.

Prerequisites

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| Education and Training: NA | Credential(s): NA | Key Competencies: Grassroots Organizer, Project Coordinator, Management Experience, Community Leader |
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To Apply

- Email a one-page cover letter on personal letterhead to admin@saaacam.org.

The cover letter should contain the following: (1) introduction of yourself, (2) mention the position that you are interested in serving in, (3) explanation of your experience, suitable skill set(s) and/or educational and professional background that match the position's description, (4) your contact information for follow-up/next steps.

Suspense

All applications are due Thursday, 28 February, 2019 by 5PM.

Point of Contact

Mr. Wayman Griffin, Programs Committee Chair at admin@saaacam.org.