

Volunteer Position Description



NTC at Liberty Station
2750 Historic Decatur Rd. Studio 103
San Diego, CA 92106

Position Title: Event Planning Coordinator

Position Description: Outside the Lens is seeking event planning volunteers to help coordinate our monthly “Friday Night Liberty” programs and more where we engage the community with interactive workshops and demonstrations highlighting our current projects. The volunteer will follow the general direction of the volunteer coordinator, but will work independently.

Benefits: Volunteers will be able to gain hands-on experience in event planning, budgeting resources, and working with a team. Volunteers will also become part of a larger network of professional photographers/videographers and have multiple opportunities to build their connections. Lastly, volunteers will increase their understanding of non-profit organizations. If you are a college student seeking internship credit, arrangements can be made with your school.

Responsibilities

- Develop and coordinate monthly “Friday Night Liberty” programs for our media lab
- Track progress through pre-event and post-event reporting systems
- Assist in coordinating event-related projects with Outside the Lens staff
- Ensure that all policies and procedures are met

Qualifications

- Experience in project management and event planning
- Experience in leadership positions and/or leading a group in a particular project
- Experience and willingness to work with people from various backgrounds
- High sense of initiative
- Strong communication skills
- Dependable, adaptable, flexible, and punctual
- Possess strong interpersonal skills
- Reliable mode of transportation
- Open availabilities during weekdays and/or weekends
- Self-motivated and able to work well with little supervision
- Complete a volunteer application and clear a background check
- Able to attend a site orientation and complete training specific to volunteer position and location

Equipment: Outside the Lens provides all electronic equipment and materials for coordinating programs and events.

Time Commitment: Flexible depending on volunteer’s schedule
First Friday of each month from 5:00 – 8:00pm

Location: OTL Media Lab, 2750 Historic Decatur Rd – Barracks 15, Suite 103, San Diego, Ca, 92106

Contact: Kristian Castro, Volunteer Coordinator, email kristian@outsidethelens.org

How to apply: Learn more information about our organization at outsidethelens.org. Please submit all completed applications to our volunteer coordinator, Kristian Castro, at kristian@outsidethelens.org. You will be contacted within two weeks upon submission.

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Give a kid a camera, change the world.

Outside the Lens is a 501 (c)(3) nonprofit organization.