
AFLV WEST SPECIAL EVENTS COORDINATOR

Reports to

Meetings + Events Planner (professional staff member)

Responsibilities

- Supports the Meeting + Events Planner in the overall execution of AFLV West and on-site logistics
- Works within assigned budget parameters
- Plans and implements special events, including:
 - » Order of Omega Case Study Competition
 - » Team AFLV meals
 - » Saturday evening party hop DJ and photo booth
 - » Saturday evening silent disco equipment rental and set-up

Qualifications + Preferences

- must be a fraternity/sorority professional
 - » if you are a campus-based professional, your campus must be an AFLV subscriber
- experience in event planning preferred

Commitment

- three-year term (July 2020–June 2023)
 - » eligible to reapply for consecutive terms
- required to attend AFLV West Wednesday–Sunday each year during their term.

Interested?

Send a statement of interest to:

Mark Jasper Gehrke, Assistant Executive Director
by May 31

gehrke@aflv.org