

Smart Growth Vermont

Title: Event Coordinator

We are looking for an individual who is interested in assisting staff in planning our annual Art Gibb Awards celebration. This person will research and reserve venues and caterers, handle award mailing materials and assist in sponsorship and in-kind donation solicitations. The qualified person will have an opportunity to hone their communication and organizational skills, an excellent resume builder.

Required skills include: excellent communication and organizational skills. Interest in and knowledge of event planning a plus. The student must commit to completing a specific phase in the event planning process and set a schedule that will allow the student to work with the staff.

Smart Growth Vermont, a nonprofit 501(c)(3) organization dedicated to forging growth and conservation solutions for Vermont communities and rural countryside.

Contact Person:

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