



## PROGRAMS/EVENTS TEAM LEAD

The Programs Team Leader is responsible for planning and coordinating Ad 2 Orlando events.

The ideal candidate has an outgoing personality and wants to take charge and solve issues related to event planning. They are a natural negotiator and seek out balance between affordability and practicality as it relates to vendor prices for event-related costs.

AAF Counterpart: Programs Director/Chair

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### Requirements

- Experience as an event coordinator
- Excellent communication skills
- Strong problem-solving skills
- Passion for planning and organizing

### Responsibilities

- Responsible for supporting all networking, social, and educational events
- Understand requirements for events and provide logistical support
- Create Eventbrite or other booking pages for events
- Provide in-person set-up support for events
- Secure venue booking and schedule speakers
- Evaluate events and submit after-event reports