



THE CENTER FOR URBAN PEDAGOGY
232 THIRD STREET#D201
BROOKLYN, NY 11215
(718) 596-7721
welcometoCUP.org

CUP is hiring!

The Center for Urban Pedagogy (CUP) is a nonprofit organization that uses the power of design and art to increase meaningful civic engagement. CUP collaborates with designers, educators, advocates, students, and communities to make educational tools that demystify complex policy and planning issues. We believe that increasing understanding of how these systems work is the first step to better, more equitable, and more diverse community participation.

For more information, visit CUP at <http://welcometoCUP.org>

CUP is seeking an Event Coordinator.

CUP is seeking an Event Coordinator to help us produce our 2014 Annual Benefit. This is a part-time contractor position, and will take place from June-October 2014.

On Thursday, October 16, 2014 CUP will host our Annual Benefit to celebrate our recent projects at the Green Building with a benefactor reception and cocktail party for 300 guests.

The Event Coordinator will be responsible for:

- Coordinating outreach for food and beverage sponsors
- Coordinating raffle donations
- Managing delivery of donations
- Communicating and organizing volunteer schedules; running volunteer training
- Coordinating the full day and evening of the event including set-up, logistics during the event, raffle and managing volunteers
- Other tasks, as needed

We are looking for a candidate who is extremely detail-oriented with excellent verbal and written communication skills. A friendly phone manner is a must. Previous experience coordinating events and managing volunteers is desirable.

Please email application materials, as described below, to apply@welcometocup.org by 5:00 PM on Friday, June 6th. This position pays a stipend of \$1,500 over the course of the project.

If you are interested in the position, please send the following materials *in a single PDF document (max 3MB)*:

- Resume
- Letter of interest
- Names and contact information for 2 professional references.

We will not review applications that do not provide all requested materials.

No phone calls, please.

CUP is an equal opportunity employer and strongly encourages people of color, LGBTQ candidates, and disabled candidates to apply.