



Job Description

- Events and Social Media Coordinator – Good Jobs Challenge Grant
- Hybrid – Part-time/Project based
- Hourly, \$25 per hour
- September 2024 – May 2025

Stamford Partnership is the co-convenor of the [SW CT Tech Hub](#), an initiative funded by the Good Jobs Challenge/Strengthening Sectoral Partnership Intitatives grant. The Events & Social Media Coordinator provides support for business and training participant engagement activities. This position reports to the Good Jobs Grant Director and will support in person events scheduled from September 2024 – June 2025. The incumbent will work collaboratively with the sector partnership team, partners, and outreach/communications agency. This role would create and/or coordinate consistent outreach communications via social media platforms, generate content from events, meetings, and employer, support partner, and participant stories, provide event coordination assistance, and day of event support. The ideal candidate must be available for online meetings during regular business hours, be able to commute to events throughout Fairfield county, and be available for daytime and evening events as scheduled.

Responsibilities

- Work collaboratively with the Stamford Partnership team.
- Participate in event planning meetings, execute tasks as delegated for events, coordinate day of event logistics, and provide day of event support.
- Create and/or coordinate consistent outreach communications via social media platforms, generate content from events, meetings, and employer, support partner, and participant stories.
- Provide event data, as needed, for quarterly reports and final grant reporting

Desired experience

- Social media content strategy and execution.
- Business or college/career event support experience.

About us: The Stamford Partnership is a public-private partnership working to enhance the quality of life for those that live and work in Stamford, Connecticut. The Partnership is part convener, part think-tank, part incubator. It brings together a wide spectrum of constituencies and stakeholders to identify needs, resources and opportunities to engage leadership and prompt action to improve the city's quality of life. It is a catalyst for debate and discussion, and initiates civic projects through public, community and private sector collaborations.



This project is being supported, in whole or in part, by federal award number ED22HDQ3070186 awarded to the State of Connecticut Office of Workforce Strategy by the U.S. Department of Commerce Economic Development Administration.

The Stamford Partnership is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

To apply, please submit resume to patricia@stamfordpartnership.org.



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