



Job Title: Event Coordinator	Employment: 8 weeks – 35 hours / week
Organization: Live with SWAY (Non-Profit)	Hourly wage: 17.60
Location: Hybrid	Start date: May 25, 2026

About Live with SWAY:

Live with SWAY is a non-profit organization dedicated to revolutionizing the events management industry. We provide a cutting-edge platform that seamlessly connects small businesses with valuable opportunities and create community-based initiatives to support newcomers and enrich the sense of belonging. Our mission is to empower entrepreneurs through innovative networking solutions, curated events, and unparalleled support. We aim to transform the landscape of business interactions, enabling small enterprises to forge impactful connections, fuel growth, and achieve sustainable success.

Job Description:

Live with SWAY is seeking passionate and organized youth to join our team as an Event Coordinator. In this role, you will play a crucial part in planning and executing events that support our mission and engage our community of small businesses and newcomers. You will work closely with the Events Management Team to ensure that events are well-coordinated, memorable, and contribute to SWAY's goals of empowerment and community enrichment.

Responsibilities:

- **Event Planning:** Assist in planning and coordinating various events hosted by SWAY, including networking events, workshops, seminars, and community outreach activities.
- **Logistics Coordination:** Coordinate event logistics such as venue selection, catering, audio-visual setup, and event materials.
- **Participant Engagement:** Work with the Marketing team to promote events and engage participants through various communication channels.
- **Event Execution:** Ensure events run smoothly on the day of, overseeing setup, registration, and handling any on-site issues that may arise.
- **Post-Event Evaluation:** Collect feedback from participants and volunteers to evaluate event success and identify areas for improvement.
- **Community Engagement:** Support community-based initiatives and collaborate with local partners to enhance event impact and reach.
- **Documentation:** Maintain accurate records of event details, reporting, and outcomes for reporting and future planning purposes.



Qualifications:

- Passion for event planning, community engagement, and supporting small businesses and newcomers.
- Strong organizational skills and attention to detail, with the ability to manage multiple tasks and deadlines.
- Excellent communication and interpersonal skills, with the ability to work effectively in a team environment.
- Flexibility and adaptability to work in a dynamic, fast-paced environment.
- Previous experience in event planning or coordination is desirable but not required.
- Commitment to SWAY's mission and values, with a desire to make a positive impact in the community.

Benefits:

- Opportunity to gain valuable hands-on experience in event planning and coordination within a non-profit organization.
- Networking opportunities with small businesses, community leaders, and stakeholders.
- Personal satisfaction of contributing to the success and growth of SWAY Events Management and its mission.
- Flexible hours and potential for remote work arrangements.

How to Apply: Please submit your resume and a brief statement outlining your interest in joining SWAY Events Management as an Event Coordinator to Eventsmanagement@livewithsway.com

Join Live with SWAY and be part of a dedicated team committed to empowering entrepreneurs, supporting community-based initiatives, and transforming the events management landscape. If you are passionate about events and community engagement, we invite you to apply for this rewarding opportunity.

Website: www.livewithsway.com