

TwispWorks

Events and Communications Associate

Supervisor:	Sierra Golden, Associate Director
Salary:	\$15/hour, 20 hours/week for 10 weeks
Period of Employment:	April – November is ideal but will consider shorter timeframe June 21, 2022 – August 26, 2022 / 3 days per week minimum Final schedule dependent on student availability and grant funding
Participation Requirements:	Living in the Methow Valley for the summer Enrollment in UEPP 471 Campus Sustainability Planning Studio course Meets 2 days per week (3 credits) Optional internship credits are available but not required (up to 8 credits)

Overview

TwispWorks' mission is to increase the economic and cultural vitality of the Methow Valley. We envision a collaborative community where opportunities thrive.

TwispWorks welcomes businesses, non-profit organizations, artists, craftspeople and the community at-large to our 6.4-acre campus to share, collaborate, and celebrate the vibrant culture that makes the Methow Valley a special place to live, work, and visit. TwispWorks is also a community advocate, helping the Methow address challenges like COVID, wildfires, housing shortages, and broadband access.

TwispWorks seeks an Events and Communications Associate. This position will lead the planning, curation, and execution of TwispWorks' summer event series. Events include concerts, plays, storytelling, and more from Memorial Day to Labor Day. As time and interest allow, they will also have the chance to assist with organizational communications related to marketing and fundraising. Example tasks and projects include story gathering, writing for social media and/or radio, data entry, video production, and creation of email marketing materials.

Responsibilities

- Plan fun and meaningful summer events series for Pavilion activation at TwispWorks with an eye for equity and inclusion

- Coordinate event logistics with artists and other community organizers
- Arrange for event ticketing as needed
- Coordinate with event promotion with Associate Director
- Be onsite to coordinate event execution
- Manage event budget and artist payments
- Report on event attendance and learnings
- Take on additional projects (with oversight and coaching from Associate Director) in marketing and fundraising as time allows

Desired Qualifications and Experience

- Interest or experience planning, promoting, and executing events
- Interest or experience in storytelling, video production, event production, graphic design, CRM databases, and/or data analysis
- Positive attitude, especially when problem-solving
- Good written and verbal communication skills
- Ability to work weekends and some nights
- Ability to manage and organize multiple projects, on schedule, with professionalism and attention to detail
- Ability to self-start and work independently
- Tech savvy, especially in a Microsoft Office environment

There is flexibility around qualifications and experience. Please apply if responsibilities and overview feel like a good fit.

Educational/Professional Benefits

- Gain experience working in a thriving, keystone rural nonprofit; planning, promoting, and executing community events; managing a budget; and creating communications and fundraising materials
- Apply your education to real world problems
- Discover the “behind the scenes” work that help communities thrive and tackle challenges like climate change and housing shortages
- Learn about career opportunities in the nonprofit world

Find more information about Sustainability Pathways Fellowships at:

<https://sustain.wvu.edu/pathways>

Please direct all questions to Sustainability Pathways Director, Joshua Porter at:

Joshua.Porter@wvu.edu