

### JOB POSTING

<b>Company Name</b>	Green Lotus
<b>Contact Name / Title</b>	
<b>Tel / Email / Website</b>	
<b>Address</b>	
<b>Job Title</b>	Green Lotus Event Coordinator (non-paid work/study internship)
<b>Part-time/Full time /Contract/Co-op</b>	One month
<b>No. of hours / week</b>	variable hours/week, depending on event schedule
<b>Start Date</b>	TBD
<b>End Date</b>	TBD
<b>Salary (hourly)</b>	Non Paid Work
<b>Reports to</b>	
<b>Car Required?</b>	NA
<b>Company Profile</b>	
Green Lotus is an online marketing agency renowned for their Donate & Learn charity initiative and events for small/medium business owners, hosting numerous events during the year including educational seminars, bootcamps and large scale business events.	
<b>Project Type &amp; Description</b>	
We are currently looking for individuals with an interest in event planning, logistics management as well as media and sponsor outreach.	
<b>Job Duties &amp; Responsibilities</b>	
<ul style="list-style-type: none"> <li>Plan and manage event logistics including venue reservations, setup, catering, etc.</li> <li>Liaise with and manage event volunteers</li> <li>Reach out to potential event Sponsors</li> <li>Reach out to potential Media Partners who will help with event promotion</li> <li>Students must attend monthly Green Lotus team meetings (downtown)</li> </ul>	
<b>Skills &amp; Qualifications</b>	
<ul style="list-style-type: none"> <li>Experience in event planning and management</li> <li>Enthusiasm, a people person who is not shy</li> <li>Some sales experience</li> </ul>	
<b>Other Information</b>	
<b>Benefits:</b> <ul style="list-style-type: none"> <li>Develop experience in event management (for both small and large-scale events)</li> <li>Gain an understanding of the SMB market in Toronto and their marketing needs</li> <li>Gain free access to industry events in Toronto and surrounding areas where Green Lotus is a participant</li> <li>Learn about Online Marketing and SEO</li> <li>Develop connections and grow your professional network</li> <li>Gain recommendations and references</li> </ul>	