

EVENT COORDINATOR POSITION  
AVAILABLE



NAME: \_\_\_\_\_

(Please Print)

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

We would love to hear more about your experience.

1. What types of events have you planned? \_\_\_\_\_

\_\_\_\_\_

2. What has been your most successful event? \_\_\_\_\_

\_\_\_\_\_

3. What's your experience with working with a controlled budget? \_\_\_\_\_

\_\_\_\_\_

4. Do you have experience of working with and/or planning Homeowner Association Events? \_\_\_\_\_

\_\_\_\_\_

**Job Experience:** Your professional event coordinator will utilize their expertise to plan and execute events, collaborating closely with volunteer members to ensure events align with community needs and interests. The event coordinator will be responsible for transmitting all recommendations to the Board of Directors and Association Manager.

Coordinator to attend Monthly Meetings held by Events Committee. Be available to coordinate, set up and take down smaller events inside the community room onsite. Coordinate and facilitate large scale events with vendors and volunteers.

20 Hours per month. Salary Range \$280-\$520 per month (dependent on Experience).

If this sounds like something you would be interested in, or you know the perfect someone, please complete this form and return to [Sharyland@cmamanagement.com](mailto:Sharyland@cmamanagement.com) or you may drop off at our office at 3500 Los Milagos, Mission TX 78572.