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www.hal-con.com

ROLE DESCRIPTION

All committee and board members of Hal-Con are volunteers; while there are perks, this is an unpaid position. This role description is designed to create an understanding between Hal-Con and the prospective volunteer staff to ensure no miscommunication.

Role:	Community Engagement Coordinator
Reports to:	Director of Community Engagement
Responsibilities include:	<p>During the year:</p> <ul style="list-style-type: none">● Participate in team planning for events and activities.● Assist management of Community Engagement communication.● Keep contact lists and other basics updated, including event attendance and emergency contacts.● Scheduling meetings as needed.● Take requests from external parties and confirm events can offer the space/amenities needed for the Hal-Con Community Squad.● Recruit and schedule members for appearances, maintain contact with team members and external party for event details, ensure sufficient number of handlers and event techs to support event. <p>At Events:</p> <ul style="list-style-type: none">● Appear at events and assist with setup, ready with event collateral (tents, any banners, water, etc).● Maintain contact with host organization and team members.● If any incidents occur, take action to document and respond as situation requires, inform Director of Community Engagement or Board ASAP for ongoing incidents. <p>During Convention:</p> <ul style="list-style-type: none">● Assist in coordinating appearances of Hal-Con's mascot Nelson, including maintaining appearance schedule (filled out before and during the convention) and acting as a handler for Nelson.● Be available to assist with ad hoc demands as required.
Skills and other details:	<ul style="list-style-type: none">● High attention to detail is required for the role.● The following would be considered assets:<ul style="list-style-type: none">- First Aid & CPR- Own transportation- Event Management experience- Mascot and/or cosplay experience
Description last updated:	June 8, 2024

If you're interested in applying for this post, please email recruiting@hal-con.com with your interest and qualifications, explaining why you feel you'd be a great person for this position. Only those considered for the position will be contacted.