



Parade Coordinator

Umoja Festival, a Seafair sanctioned event, has been active in Seattle's community for more than 60 years. The Festival's main theme is umoja, a Ki-Swahili word that means unity. Umoja Festival is the *Soul of Seafair!*

Your Experience:

- Must have experience creating and managing a marketing/promotion plan.
- Must possess strong leadership skills.
- Must display strong written and verbal communication.
- Must be able to diffuse conflict.
- Must be flexible.
- Must be able to maintain personable, professional, courteous, empathetic attitude.

What You'll Do:

- Organize parade that reflects the diversity in the African Diaspora.
- Actively recruit participants.
- Create and manage applications, guidelines and forms.
- Maintain participant records.
- Plan, manage and direct parade line-up and schedule.

Stipend: TBD

How You Can Apply:

Send your resume and a letter explaining why you'd like to join to: team@umojafestnw.com

Deadline: Immediate



Marketing Coordinator

Umoja Festival, a Seafair sanctioned event, has been active in Seattle's community for more than 60 years. The Festival's main theme is umoja, a Ki-Swahili word that means unity. Umoja Festival is the *Soul of Seafair!*

Your Experience:

- Must have experience creating and managing a marketing/promotion plan.
- Must possess strong leadership skills.
- Must display strong written and verbal communication.
- Must be flexible.
- Must be able to maintain personable, professional, courteous, empathetic attitude.

What You'll Do:

- Create and oversee print/radio/TV/email/social media campaign to promote the festival to an extensive audience.
- Create and distribute press releases for local media.
- Develop and facilitate outreach activities to invite participants.
- Develop and coordinate marketing team.
- Provides marketing team content for public distribution.
- Updates/maintains website content.
- Ensure sponsors' information is properly displayed in all marketing materials and communications, including, but not limited to website, flyers, posters, social media, festival banners, etc.
- Collaborate with other festival coordinators, event staff and graphic designer to implement and produce marketing materials for specialized events and stages.

Stipend: TBD

How You Can Apply: Send your resume and a letter explaining why you'd like to join to:
team@umojafestnw.com

Deadline: Immediate



Afrobeat/Roots (Hip Hop) Stage Coordinator

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Your Experience:

- Experience organizing stage productions.
- Experience working with performance artists.
- Must possess strong leadership skills.
- Must display strong written and verbal communication.
- Must be flexible.
- Must be able to maintain personable, professional, courteous, empathetic attitude.

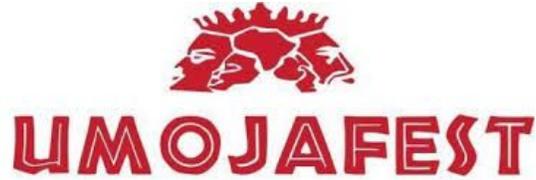
What You'll Do:

- Procure and coordinate Afrobeat & Hip Hop musicians/artists/performers.
- Complete required documentation, including performer contracts, waivers, payments, etc.; coordinate payments.
- Coordinate with Sound Crew and Programming Coordinator to ensure technical and equipment needs are fulfilled.
- Create and manage performance schedule for two days of the festival.
- Assess volunteer needs and communicate them to Volunteer Coordinator.
- Assess hospitality needs (food, snacks, beverages, etc.) and communicate them to Hospitality Coordinator.

Stipend: TBD

How You Can Apply: Send your resume and a letter explaining why you'd like to join to:
team@umojafestnw.com

Deadline: Immediate



Volunteer Coordinator

Umoja Festival, a Seafair sanctioned event, has been active in Seattle's community for more than 60 years. The Festival's main theme is umoja, a Ki-Swahili word that means unity. Umoja Festival is the *Soul of Seafair!*

Your Experience:

- Supervision/management and customer service skills.
- Experience working with large volunteer staff.
- Must have friendly, outgoing personality.
- Must possess strong written and verbal communication skills.
- Must be flexible, able to work independently and as part of a team.
- Must be able to diffuse conflict and to work with minimal direction.
- Must be able to maintain personable, professional, courteous, empathetic attitude.

What You'll Do:

- Actively recruit volunteers from the community, partner organizations and sponsors.
- Organize recruiting events/activities to enlist large body of volunteers.
- Maintain consistent communication and follow up with volunteers before and after festival.
- Maintain consistent follow up and communication with volunteers.
- Develop and manage volunteer assignments and schedules.
- Communicate with other festival coordinators to determine their volunteer needs.
- Create volunteer trainings, information, thank you gifts and applicable recognition program.

Stipend: TBD

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team@umojafestnw.com

Deadline: Immediate



Vendor Coordinator

Umoja Festival, a Seafair sanctioned event, has been active in Seattle's community for more than 60 years. The Festival's main theme is umoja, a Ki-Swahili word that means unity. Umoja Festival is the *Soul of Seafair!*

Your Experience:

- Must have friendly, outgoing personality.
- Must possess strong written and verbal communication skills.
- Must possess strong leadership skills.
- Must display strong written and verbal communication.
- Must be flexible.
- Must be able to maintain personable, professional, courteous, empathetic attitude.

What You'll Do:

- Actively recruit information, food and retail vendors who reflect the Diasporan African community.
- Create and manage vendor applications.
- Monitor debit/credit card system for collecting vendor fees.
- Establish contracts, consistent with Umoja Festival policies/procedures, and applicable City of Seattle and/or King County ordinances, health and safety requirements.
- Monitor vendors' contract compliance.
- Maintain thorough, accurate records.
- Create layout for vendor space assignments.
- Promptly and consistently communicate with prospective and contracted vendors.
- Consistently communicate with festival coordinators.

Stipend: TBD

How You Can Apply: Send your resume and a letter explaining why you'd like to join to:
team@umojafestnw.com

Deadline: Immediate



Hospitality Coordinator

Umoja Festival, a Seafair sanctioned event, has been active in Seattle's community for more than 60 years. The Festival's main theme is umoja, a Ki-Swahili word that means unity. Umoja Festival is the *Soul of Seafair!*

Your Experience:

- Must possess strong customer service skills.
- Must display strong written and verbal communication.
- Must possess strong leadership skills.
- Must display strong written and verbal communication.
- Must be flexible.
- Must be able to maintain personable, professional, courteous, empathetic attitude.

What You'll Do:

- Create snack, meal and beverage menu for festival staff, volunteers and paid artists for each day of the festival.
- Procure food, beverages and necessary supplies (arranging purchase or catering).
- Direct assigned volunteers, as needed.
- Maintain First Aid Area and supplies, including documenting incidents.
- Communicate volunteer needs to Volunteer Coordinator.

Stipend: TBD

How You Can Apply: Send your resume and a letter explaining why you'd like to join to:
team@umojafestnw.com

Deadline: Immediate



Event Staff Coordinator

Umoja Festival, a Seafair sanctioned event, has been active in Seattle's community for more than 60 years. The Festival's main theme is umoja, a Ki-Swahili word that means unity. Umoja Festival is the *Soul of Seafair!*

Your Experience:

- Knowledge of public safety protocols.
- Must display strong written and verbal communication.
- Must possess strong leadership skills.
- Must display strong written and verbal communication.
- Must be flexible.
- Must be able to diffuse conflict.
- Must be able to maintain personable, professional, courteous, empathetic attitude.

What You'll Do:

- Assemble and manage a team to monitor field activities, mediate conflict, and maintain safety during festival.
- Develop safety plan to promote positive, peaceful environment and relationships.
- Create and manage staff assignments and schedules.
- Determine, issue and collect team equipment needs.
- Assist festival attendees as needed.
- Communicate with other festival coordinators.
- Support other festival areas and coordinators as needed

Stipend: TBD

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team@umojafestnw.com

Deadline: Immediate



CHILDREN'S AREA COORDINATOR

Umoja Festival, a Seafair sanctioned event, has been active in Seattle's community for more than 60 years. The Festival's main theme is umoja, a Ki-Swahili word that means unity. Umoja Festival is the *Soul of Seafair!*

Your Experience:

- Must have experience working with youth and families.
- Must possess strong written and verbal communication skills.
- Must be flexible.
- Must be able to diffuse conflict.
- Must be able to maintain personable, professional, courteous, empathetic attitude.

What You'll Do:

- Create and implement activity and entertainment plan appropriate for youth/families for each day of the festival, with a special focus on Children's Day.
- Assemble and manage a team who will provide direct support.
- Determine volunteer, supply, and equipment needs and communicate them to appropriate coordinator.
- Conduct outreach to invite youth, families, childcare providers & facilities, etc. to participate.

Stipend: TBD

How You Can Apply: Send your resume and a letter explaining why you'd like to join to:
team@umojafestnw.com

Deadline: Immediate