

## **NamaStacy Yoga Corporation®**

### **Manager, Events Coordinator**

#### **Responsibilities**

- Plan, organize, coordinate, promote, and facilitate special events for NamaStacy Yoga Corporation®
- Schedule and maintain communication with speakers, vendors, and participants at events
- Coordinate and monitor event timelines
- Assist in preparing a variety of publications, materials, flyers and programs for events
- Attend meetings and represent NamaStacy Yoga Corporation® with service groups at events
- Coordinate participation in charitable contribution campaigns
- Act as prime source for promotion of activities and special events
- Initiate, coordinate and/or participate in all efforts to publicize promotion of NamaStacy Yoga Corporation® activities, services, and events
- Assist in coordinating publications, brochures, flyers, pamphlets, newsletters, and other materials as needed to promote understanding and appreciation of NamaStacy Yoga Corporation® to yoga studios and various fitness/wellness centers
- Maintain and distribute current listings of upcoming events within and outside South Florida to yoga studios, news media, local and state agencies, educational and health institutions

- Collaborate with Manager, Public Relations to implement information on web site, internet and various forms of social media
- Collaborate with Manager, Public Relations to review content on web site and internet to ensure consistency with NamaStacy Yoga Corporation® content standards
- Prepare, review with, and report to the NamaStacy Yoga Corporation® Board of Directors (BOD)
- Event planning, public relations and marketing principles and practices
- Knowledge of copyright laws, radio and television broadcast production processes
- Fundamentals of writing, composition, layout, photography and production for publications and internet applications as they relate to public information activities
- Yoga and yoga philosophy

***Skill and Ability to:***

- Develop an event budget and monitor expenditures
- Edit and design a variety of materials
- Write in a creative, descriptive, technical or factual manner
- Establish and maintain cooperative relationships with those contacted in the course of work
- Respond to sensitive matters and/or situations with discretion, tact, confidentiality and diplomacy

## **Qualifications**

Any combination of education, training and/or experience equivalent to completion of a bachelor's degree with major coursework in English, journalism, communications or related field. Previous experience in journalism, public relations, event planning, writing or editorial work highly desirable.

## **About NamaStacy Yoga Corporation®:**

The NamaStacy Yoga Corporation® is a Florida Not-For-Profit 501(c)(3) Corporation that is in the business of paying it forward. We are committed to providing current and aspiring yoga teachers worldwide scholarship funding for Yoga Alliance recognized teacher trainings. All Yoga Alliance 200 or 500 hour teacher trainings, continuous education courses, workshops or retreats are eligible for scholarship consideration.