



Teachers Alliance Events Coordinator

Reports to: Chief Operating Officer

Collaborates: Development Team, Teachers Alliance Manager, Programs

Position: Volunteer

Description:

The Teacher Alliance Events Coordinator serves as a vital link between HQ and teachers, ensuring seamless collaboration for key organizational events. This role supports two primary fundraising initiatives — **Light-A-Candle** and **Veterans Gratitude Week (VGW)** — as well as the **All Hands Musters** and other events requiring teacher involvement.

Essential Duties and Responsibilities:

1. Attend all planning meetings for **Light a Candle** and **VGW** to stay updated on event details and teacher support needs. Host informational meetings for Teachers Alliance members, keeping them engaged and informed throughout the planning process.
2. Maintain consistent communication with teachers to foster their involvement and strengthen their connection to the event.
3. Recruit volunteer teachers to support various events.
4. Address teacher inquiries about events, providing guidance, and directing them to the appropriate resources.

Requirements:

1. Project management expertise
2. Teamwork orientation
3. Strong time management skills
4. Organizational proficiency
5. Effective communication skills
6. Technical knowledge (preferably Neon & Asana)

VETERANS YOGA PROJECT

Mindful Resilience 

7. Collaboration and presentation skills
8. Problem-solving abilities

Time Commitment:

After a training period, this position is estimated to take 5 to 8 hours per week during event preparation. A one year commitment is requested.

How to apply:

Please complete a volunteer interest form at <https://veteransyogaproject.org/volunteers/>