



Workshop Coordinator

Day workshops

Who we are: Empower Amsterdam is a charitable foundation that supports non-Dutch speakers, who are unemployed, with free career coaching and workshops. As a team, we really care about the people we want to help. We are passionate about helping people who are unemployed stay positive about their situation so they do not spiral further into depression. We know that unemployment can feel hopeless and cause people to feel insecure about themselves. So our goal is change their mindset and be a sounding board so they can help themselves find the job or career they always wanted.

Location: Preferably in Amsterdam / Work from Home / at location Participatie Centrum PostOost.

Purpose of the Position

We receive a subsidy from the Gemeente Amsterdam to support our work with minority groups. Part of this subsidy is to be used to rent workshop space to provide regular free workshops to unemployed non Dutch speakers. In 2018 we have the subsidy to provide 6 workshops.

Our workshop coordinator will have the responsibility to make sure these workshops happen, that participants feel they have been worthwhile, and to fulfill the terms of the subsidy. The purpose of this role is to make sure we fulfil our promise to provide free workshops aimed at helping unemployed people gain useful tools in their job search.

Responsibilities and Duties

You will be a key member of our team, with specific roles and responsibilities, We already have a schedule of workshop dates for 2018 with suggested topics and possible presenter. We need you to make that schedule a reality. However you will have the back-up and support of us all. We work together on everything so even though you are taking a lead on some of these things, you are not alone in doing everything. We support each other because we believe in the power of what we are doing.

For each workshop you will have responsibility for the following steps:

- Presenter; Confirm availability or use the EA network to locate a suitable presenter.
- Contact Post Oost to confirm booking date and room
- Liaise with presenter for essential promotional copy:
 - Workshop name
 - benefits to attendees
 - long description/agenda so people know what to expect
 - short bio and photo of presenter.
- Contact EA marketing to get banner image made with the correct dimensions for FB and Eventbrite.
- Create event in facebook, with link to ticketing in eventbrite.
- Create a short social media plan
 - three or four posts about the specific workshop to be posted on FB and LI.
 - Mailings and invites to specific groups
 - Use Post Oost channels if possible



- Use the social media share app to inform all EA volunteers when event is live, and when each post is made.
- Monitor the Eventbrite dashboard to see progress of sign-ups
- On day of event; get to Post Oost early, you are the host (ess)
 - Check seating, facilities,
 - Welcome participants,
 - Introduce presenter
- After workshop
 - Present flowers to presenter
 - hand out feedback forms

Qualifications

Qualifications and skills are important but it's not everything. We're looking to bring people on our team who want to help others. We are a team of people who really feel passionate about the work we are doing together. We share this drive that we are making a difference in someone's life. So we're looking for new team members who also share this drive and passion. If you have that then the rest will fall into place.

- Languages: English is a must. Some Dutch would be very helpful.
- Ability to use Google Drive, Google Docs, Google Sheets
- Comfortable using technology ie apps
- Compassion for others when they are in a difficult situation
- Tolerance for other nationalities and their way of reacting or responding to things
- Able to manage stress and know to slow down. Nothing is more important than your health. Always speak up about how much you can handle.

Commitment Expected

We are planning 6 workshops in 2018, each workshop is 2 to 3 hours long, We expect 2 - 5 hours some weeks. Liaising with other EA volunteers will involve meeting by SKYPE and occasional Face to Face meetings Our ultimate goal is to balance out the work load.

What We Give to YOU!

We are a team of experienced coaches and professionals. We freely share our knowledge with each other. If you are a good fit for our team, this is the place to grow as a person and a professional. Naturally, we offer free coaching and mentoring.

This role reports to the Board.

Start Date: ASAP