

## **NOW HIRING-Events Coordinator Position**

### **Part-Time Positions Available!**

Peace of Time Counseling is looking to expand our team! We have a current opening for an Events Coordinator/Administrative Support position. This position is part-time. We are looking for committed, motivated, and flexible individuals interested in joining an integrative and supportive group of professionals, dedicated to serving diverse clients along with those impacted by trauma & life adversity in an interdisciplinary trauma-healing environment.

The Event Coordinator is responsible for coordinating events as well as managing networking, marketing and other administrative tasks. Multitasking and stress management skills are essential for this position. This role requires event coordination with some in-office administrative shifts, so flexibility is a plus.

This position overall coordinates events, the organization's contacts and networking activities, marketing and community resources. Experience with website design, website development, SEO, social media is a plus.

An outgoing disposition is necessary for this position along with a collaborative approach to coordination.

Requirements:

Eligible candidates must have at least 1-2 years of post-degree training in events or marketing. Experience with SEO, networking, and advertising a plus!

We offer a hybrid service model including both in-person and telework options, as well as flexible hours.

Peace of Time takes a collaborative approach to overall trauma-healing utilizing evidence-based methods to integrate mind-body approaches to treatment. For more information, please visit our website, [www.peaceoftime.org](http://www.peaceoftime.org).

To apply, send a letter of interest, resume/CV, and 3 references to [peaceoftimewellness@outlook.com](mailto:peaceoftimewellness@outlook.com).