



Logistics Coordinator

This is a 4-month commitment, and the Logistics Coordinator must be available all day June 3. In the months leading up to the run, the role will require 3-5 hours/week, with responsibilities intensifying toward May.

The Earth Run Committee meets twice a month on Wednesday afternoons, and you should be available to attend at least one of these meetings per month.

Responsibilities

- Assisting with race day organizers in acquiring everything that is needed for the event: tents, tables, timing equipment etc.
- Contacting vendors and organizing delivery & pick-up of loaned equipment
- Acquiring materials needed for promotional events leading up to the race
- Communicating projected expenses to Chair and adhering to the race budget
- Supervising set-up and take-down on Race Day

Qualities & Skills

- Event planning experience is an asset
- Excellent communications skills (verbal & written)
- Must be very organized
- Teamwork oriented
- Familiarity with Vancouver vendors/suppliers would also be an asset

To apply for the role of Logistics Coordinator, please email your resume and a short introductory letter to Kim Peterson at kim.earthrun@gmail.com

Earth Run is an annual 5K/10K run to raise money and awareness for environmental non-profits. This year the Vancouver run is taking place June 3 at Jericho Beach. There are four beneficiary organizations: David Suzuki Foundation, Surfriders, Streamkeepers and the Young Naturalists Club of BC, and participants will have the opportunity to choose which organization they will be supporting with their fundraising efforts.