



## Lowell Southeast Asian Water Festival, Inc.

c/o Cambodian Mutual Assistance Association~ 165 Jackson Street ~ Lowell ~ Massachusetts 01852 ~ 978 596-1000



### Lowell Southeast Asian Water Festival, Inc. ~ Event Coordinator Job Description

#### **HONORARY CHAIRS**

Armand Mercier, City Mayor  
Rithy Uong, City Councilor

#### **BOARD OF DIRECTORS**

Lee A. Libbey (President)  
Chuck Sart (Vice President)  
Anita Kladgreep (Treasurer)  
Sarann M. Nuon (Clerk)  
Sambath Bo  
Louis S. Haskell, Esquire  
Sivan Lam  
Thongsay Saysongkham  
Ghla Srithong  
Blong Xiong

#### **INCORPORATORS**

Cambodian Mutual Assistance  
Association (CMAA)  
Lao Family Mutual  
Association (LFMA)  
Light of Cambodian  
Children, Inc. (LCC)  
Wat Buddha Bhavana  
Thai Association  
of Boston

Position: Event Coordinator  
Reports To: Board of Directors  
Hours of Work: Approximately 25 hours per week  
Compensation: \$20.00 per hour  
Start Date: Monday, June 9, 2004

#### **Overview:**

The Event Coordinator is responsible for planning, managing, implementing and following up with all aspects of the 8<sup>th</sup> Annual Lowell Southeast Asian Water Festival, which will be held on Saturday, August 21, 2004. The Lowell Southeast Asian Water Festival is a newly established not-for-profit organization. Working with the Board of Directors in collaboration with the City of Lowell, the State and National Park Services, and other entities will ensure the Festival success.

#### **Principal Responsibilities:**

- Develop the timeline for events, and strategies for programming, sponsorship and logistical development.
- Work with and report to Board of Directors.
- Attend each Committee and Board of Directors meetings.
- Lead event committee meetings.
- Work with committee chairs in coordinating all aspects of cultural and traditional performances.
- Assist in recruiting boat teams and vendors, and developing contracts.
- Create, track and monitor event and each program budget.
- Complete a post-event evaluation and budget report.
- Serve as main contact person and liaison to the festival sponsors, government agencies, organizations and the general public.
- Work with and support volunteers.
- Maintain and ensure safe record keeping of all event activities.

#### **Qualifications:**

1. College degree or equivalent combination of education and related work experience in special event background, preferably at cultural organization.
2. Bilingual/Bicultural in Khmer, Laotian, Thai, and/or Vietnamese preferred.
3. Excellent interpersonal and communication skills, both written and oral.
4. Experience in working with and knowledge of Southeast Asian population.
5. Proven ability to work and make decision independently and as a team.
6. Exceptional organizational skills and ability to work under pressure, handling multiple tasks at once.

Position Deadline: Monday, June 2, 2004

Submit letter of interest, resume and 3 letter of references to:

Search Committee  
Lowell Southeast Asian Water Festival, Inc.  
C/O of Cambodian MAA  
165 Jackson Street  
Lowell, MA 01852

Phone: (978) 596-1000  
E-mail: [chuck.sart@state.ma.us](mailto:chuck.sart@state.ma.us)