

# Contract Event Planner

## New Mexico Out-of-School Time Network (NMOST)

NMOST is seeking an experienced, organized, and detail-oriented **contract event planner** to support the planning and coordination of our upcoming statewide conference, roundtables, and community events.

### Responsibilities include:

- Coordinate event logistics, venues, catering, registration, audiovisual needs, and event materials.
- Communicate with speakers, vendors, partners, and participants.
- Support event agendas, timelines, budgets, and on-site coordination.
- Ensure events are welcoming, accessible, and well-organized.

### Qualifications:

- Experience planning conferences, meetings, or community events.
- Strong organizational, communication, and project management skills.
- Ability to manage multiple projects and meet deadlines.
- Familiarity with New Mexico's nonprofit, education, or community-based organizations is a plus.

**Contract Details:** Contract-based work with assignments and hours varying by event.

**To Apply:** Please submit a brief statement of interest, relevant experience, and proposed hourly or project rate to [insert email address] by [insert deadline].

NMOST is committed to strengthening opportunities for children and youth across New Mexico through high-quality out-of-school time programs.