



ActionDays.us Coordinator Position

A. Coordinate, Facilitate Produce Action Days

- Research, vet and liaise with project leads, show promoters, educators, festival producers, food vendors, local musicians and organizations to create potent action days before or after music events. (To begin you will be coordinating action days for Polish Ambassador headlining events, and festivals where Polish Ambassador is performing)

B. Create Funding Opportunities for actiondays.us

- Natural Food and Drink Sponsors
- Silent Auctions
- Donor outreach at shows
- Donor outreach beyond shows
- Obtain grants
- Festival Funded Action Days
- Festival Donated Tickets
- actiondays.us Donation Option at Show/Festival Ticket Purchase
- Fan Club Ticketing

C. Create, Maintain, Expand actiondays.us spreadsheet/database

- Project Leads in Every City
- All star supporters
- Big Donors
- Tool lending libraries
- Potential action day projects
- Social Media Contacts
- Non - Profits who we've worked with
- Educators who we have worked with
- Newsletter for folks are are simply passionate about what we are doing
- Monitor Google Intake Form
- Food/drink vendors/donations
- Photographers/Videographers/Writers
- Artists/Companies willing to donate to silent auction
- Printing houses for promotional material donations

D. TPA Show Production Support

- Coordinate with TPA production team and local nurseries to donate trees, plants, etc to be on stage around TPA production and planted the following day at Action Days. TPA social media blast exchange.

E. Maintain and Update ActionDays website, event dates, Hylo Groups, Facebook page, Facebook Group, Instagram, Twitter, etc.

- Coordinate with photographer/literary team to do website blog posts before and after action days.

- Daily Inspirational Posts on ActionDays Social Media

- Vet project leads that want to create actiondays.us events in their hometown

F. Table at Polish Ambassador shows

- Coordinate with local team members if unable to attend

G. Create promotional materials/concepts to solicit donations at shows and online

Qualifications and Skills

- At least 2 years working for a 501 c3 Non-Profit
- Experience obtaining donations, grants, etc.
- Experience producing events
- Highly Organized. Must possess and demonstrate detailed organizational systems
- History of activism
- History of Grassroots Organization
- Permaculture Knowledge/Experience
- Photoshop experience/skills
- Passion for dance/music/festival culture
- Social Media Expertise

Time Commitment

10 - 40 hours per week