



Umoja Fest 2019 is hiring!

Posted by [Staff](#) / 10 - Apr - 2019

Umoja Fest 2019 is hiring!

Please see the job descriptions below and attached for download.

Parade Coordinator

Umoja Festival, a Seafair sanctioned event, has been active in Seattles community for more than 60 years. The Festivals main theme is umoja, a Ki-Swahili word that means unity. Umoja Festival is the Soul of Seafair!

Your Experience:

- Must have experience creating and managing a marketing/promotion plan.
- Must possess strong leadership skills.
- Must display strong written and verbal communication.
- Must be able to diffuse conflict.
- Must be flexible.
- Must be able to maintain personable, professional, courteous, empathetic attitude.

What Youll Do:

- Organize parade that reflects the diversity in the African Diaspora.
- Actively recruit participants.
- Create and manage applications, guidelines and forms.
- Maintain participant records.
- Plan, manage and direct parade line-up and schedule.

Stipend: TBD

How You Can Apply:

Send your resume and a letter explaining why youd like to join to:
team@umojafestnw.com

Deadline: Immediate

Marketing Coordinator

Umoja Festival, a Seafair sanctioned event, has been active in Seattles community for more than 60 years. The Festivals main theme is umoja, a Ki-Swahili word that

means unity. Umoja Festival is the Soul of Seafair!

Your Experience:

Must have experience creating and managing a marketing/promotion plan.

Must possess strong leadership skills.

Must display strong written and verbal communication.

Must be flexible.

Must be able to maintain personable, professional, courteous, empathetic attitude.

What Youll Do:

Create and oversee print/radio/TV/email/social media campaign to promote festival to an extensive audience.

Create and distribute press releases for local media.

Develop and facilitate outreach activities to invite participants.

Develop and coordinate marketing team.

Provides marketing team content for public distribution.

Updates/maintains website content.

Ensure sponsors information is properly displayed in all marketing materials and communications, including, but not limited to website, flyers, posters, social media, festival banners, etc.

. Collaborate with other festival coordinators, event staff and graphic designer to implement and produce marketing materials for specialized events and stages.

Stipend: TBD

How You Can Apply: Send your resume and a letter explaining why youd like to join to: team@umojafestnw.com

Deadline: Immediate

Afrobeat/Roots (Hip Hop) Stage Coordinator

Umoja Festival, a Seafair sanctioned event, has been active in Seattles community for more than 60 years. The Festivals main theme is umoja, a Ki-Swahili word that means unity. Umoja Festival is the Soul of Seafair!

Your Experience:

Experience organizing stage productions.

Experience working with performance artists.

Must possess strong leadership skills.

Must display strong written and verbal communication.

Must be flexible.

Must be able to maintain personable, professional, courteous, empathetic attitude.

What Youll Do:

Procure and coordinate Afrobeat & Hip Hop musicians/artists/performers.

Complete required documentation, including performer contracts, waivers, payments, etc.; coordinate payments.

Coordinate with Sound Crew and Programming Coordinator to ensure technical and equipment needs are fulfilled.

Create and manage performance schedule for two days of the festival.

Assess volunteer needs and communicate them to Volunteer Coordinator.

Assess hospitality needs (food, snacks, beverages, etc.) and communicate them to Hospitality Coordinator.

Stipend: TBD

How You Can Apply: Send your resume and a letter explaining why you'd like to join to: team@umojafestnw.com

Deadline: Immediate

Volunteer Coordinator

Umoja Festival, a Seafair sanctioned event, has been active in Seattle's community for more than 60 years. The Festival's main theme is Umoja, a Ki-Swahili word that means unity. Umoja Festival is the Soul of Seafair!

Your Experience:

Supervision/management and customer service skills.

Experience working with large volunteer staff.

Must have friendly, outgoing personality.

Must possess strong written and verbal communication skills.

Must be flexible, able to work independently and as part of a team.

Must be able to diffuse conflict and to work with minimal direction.

Must be able to maintain personable, professional, courteous, empathetic attitude.

What You'll Do:

Actively recruit volunteers from the community, partner organizations and sponsors.

Organize recruiting events/activities to enlist large body of volunteers.

Maintain consistent communication and follow up with volunteers before and after festival.

Maintain consistent follow up and communication with volunteers.

Develop and manage volunteer assignments and schedules.

Communicate with other festival coordinators to determine their volunteer needs.

Create volunteer trainings, information, thank you gifts and applicable recognition program.

Stipend: TBD

How You Can Apply: Send your resume and a letter explaining why you'd like to join to: team@umojafestnw.com

Deadline: Immediate

Vendor Coordinator

Umoja Festival, a Seafair sanctioned event, has been active in Seattles community for more than 60 years. The Festivals main theme is umoja, a Ki-Swahili word that means unity. Umoja Festival is the Soul of Seafair!

Your Experience:

Must have friendly, outgoing personality.

Must possess strong written and verbal communication skills.

Must possess strong leadership skills.

Must display strong written and verbal communication.

Must be flexible.

Must be able to maintain personable, professional, courteous, empathetic attitude.

What Youll Do:

Actively recruit information, food and retail vendors who reflect the Diasporan African community.

Create and manage vendor applications.

Monitor debit/credit card system for collecting vendor fees.

Establish contracts, consistent with Umoja Festival policies/procedures, and applicable City of Seattle and/or King County ordinances, health and safety requirements.

Monitor vendors contract compliance.

Maintain thorough, accurate records.

Create layout for vendor space assignments.

Promptly and consistently communicate with prospective and contracted vendors.

Consistently communicate with festival coordinators.

Stipend: TBD

How You Can Apply: Send your resume and a letter explaining why youd like to join to: team@umojafestnw.com

Deadline: Immediate

Hospitality Coordinator

Umoja Festival, a Seafair sanctioned event, has been active in Seattles community for more than 60 years. The Festivals main theme is umoja, a Ki-Swahili word that means unity. Umoja Festival is the Soul of Seafair!

Your Experience:

Must possess strong customer service skills.

Must display strong written and verbal communication.

Must possess strong leadership skills.

Must display strong written and verbal communication.

Must be flexible.

Must be able to maintain personable, professional, courteous, empathetic attitude.

What Youll Do:

Create snack, meal and beverage menu for festival staff, volunteers and paid artists for each day of the festival.

Procure food, beverages and necessary supplies (arranging purchase or catering).

Direct assigned volunteers, as needed.

Maintain First Aid Area and supplies, including documenting incidents.

Communicate volunteer needs to Volunteer Coordinator.

Stipend: TBD

How You Can Apply: Send your resume and a letter explaining why you'd like to join to: team@umojafestnw.com

Deadline: Immediate

Event Staff Coordinator

Umoja Festival, a Seafair sanctioned event, has been active in Seattle's community for more than 60 years. The Festival's main theme is umoja, a Ki-Swahili word that means unity. Umoja Festival is the Soul of Seafair!

Your Experience:

Knowledge of public safety protocols.

Must display strong written and verbal communication.

Must possess strong leadership skills.

Must display strong written and verbal communication.

Must be flexible.

Must be able to diffuse conflict.

Must be able to maintain personable, professional, courteous, empathetic attitude.

What You'll Do:

Assemble and manage a team to monitor field activities, mediate conflict, and maintain safety during festival.

Develop safety plan to promote positive, peaceful environment and relationships.

Create and manage staff assignments and schedules.

Determine, issue and collect team equipment needs.

Assist festival attendees as needed.

Communicate with other festival coordinators.

Support other festival areas and coordinators as needed

Stipend: TBD

How You Can Apply: Send your resume and a letter explaining why you'd like to join to: team@umojafestnw.com

Deadline: Immediate

Umoja Festival, a Seafair sanctioned event, has been active in Seattle's community

for more than 60 years. The Festivals main theme is umoja, a Ki-Swahili word that means unity. Umoja Festival is the Soul of Seafair!

Your Experience:

Must have experience working with youth and families.

Must possess strong written and verbal communication skills.

Must be flexible.

Must be able to diffuse conflict.

Must be able to maintain personable, professional, courteous, empathetic attitude.

What Youll Do:

Create and implement activity and entertainment plan appropriate for youth/families for each day of the festival, with a special focus on Childrens Day.

Assemble and manage a team who will provide direct support.

Determine volunteer, supply, and equipment needs and communicate them to appropriate coordinator.

Conduct outreach to invite youth, families, childcare providers & facilities, etc. to participate.

Stipend: TBD

How You Can Apply: Send your resume and a letter explaining why youd like to join to: team@umojafestnw.com

Deadline: Immediate