

**Sun City PRIDES  
Events Coordinator  
Position Description**

Position Purpose: To act as a liaison between community organizations and the PRIDES in order to recruit Sun City residents to join with us.

Appointed by: Board of Directors

Length of Service: Open

Position Duties/Responsibilities:

1. Attend community activities to provide information about our organization and what we do.
2. Purchase and maintain an inventory of promotional material.
3. Supply promotional material to community resources, i.e. SCHOA, Sun City Visitors' Center, etc.
4. Organize volunteers for community awareness events such as Discover Sun City, and the Posse Open House.
5. Provide information to the Publicity Coordinator as needed.
6. Provide updates to membership at monthly meetings.

Approved 12/03/2022