

Stamford Patriotic and Special Events Commission

Parade Coordinator

Responsibilities:

1. Create Parade Application (via Jotfrom.com)
2. Outreach to past parade participants
3. Contact potential new organizations, bands, etc. for sign-up
4. Ensure all participant applications are complete
5. Coordinate with PSEC to create parade line up & participant info packet
6. Respond to participant inquiries
7. Attend all PSEC meetings & provide update on participant sign-ups
8. Perform other duties as required by the PSEC members.

Qualifications:

1. Must have experience planning events or project management
2. Ability to effectively communicate both verbally and in writing
3. Must be proficient in Microsoft office (word, excel, outlook)