

TEAM TASK DESCRIPTIONS

COMMUNICATIONS TASKS

- Handling emails, phone calls, etc. related to the project
- Creating a media brief for the project
- Managing the social media accounts for the project
- Capturing the event or managing the communications with the photographer and/or the videographer

PROJECTS MANAGER TASKS

- Taking care of the details of the project
- Managing the team
- Planning the event
- Handling the final report
- Liaison person for communicating with TakingITGlobal Grantee Support

TECHNICAL SUPPORT TASKS

- Making sure that the event is running smoothly (ex. Sound system, food, schedule)
- Keeping things on schedule (timing)

GRAPHICS AND PROMOTIONAL TASKS

- Creating posters and graphics for the project or managing communications with the graphic designer
- Managing the project website

OUTREACH TASKS

- Managing the speakers, sponsors, and partnerships
- Handling the RSVPs (ex. EventBrite)
- Gathering participants for the project

BUDGET TASKS

- Taking care of the project finances
- Bookkeeping
- Handling invoices and receipts