



# Event Coordinator

## Responsibilities

- Plan and organize events to align with client needs and project objectives.
- Assist in creating, designing, producing, and distributing PPB educational materials and social media content for events and clients.
- Manage communications between PPB, partners, and the public.
- Provide customer support and oversee sales and marketing activities.
- Coordinate with PPB staff and ensure smooth event operations.

## Qualifications

- Experience in organizing/coordinating events (at any level).
- Good interpersonal, communication, presentation, and negotiation skills.
- Good management skills, teamwork, and problem-solving skills.
- Have an interest in plastic pollution, recycling, and environmental sustainability.
- Fresh graduates are welcome
- Fluency in English and Thai

**Submit your resume, portfolio (or links to previous work)  
via Email to [preciousplasticth@gmail.com](mailto:preciousplasticth@gmail.com)  
(Name your email title as “Job application” + Event Coordinator)**