

We're Hiring! 🎉

Operations Management Team Member (Part-Time, Remote)

📍 Must reside in AL, AR, FL, GA, KY, LA, MS, NC, SC, TN, VA, or WV

🕒 Contract / Part-Time (15 to 25 hours a week)

🏠 Remote with some travel required

Do you love the behind-the-scenes magic of festivals and events?

The Southeast Festivals & Events Association (SFEA) is looking for a passionate, self-motivated **Operations Management Team Member** to join our small but mighty team! We currently employ one part-time operations manager and we are looking for a second person to add to the team! This is your chance to help support the incredible people who bring concerts, community fairs, festivals, and cultural events to life across 12 Southeastern states.

👜 About Us

SFEA is a 501(c)(6) nonprofit that connects and supports event professionals with year-round educational programs, networking, awards, and an annual conference. If you love creativity, organization, and making things happen, we'd love to meet you.

🚀 What You'll Do

- Manage day-to-day business operations alongside your Ops teammate
 - Work with the Board of Directors to support goals, planning, and reporting
 - Handle finances: invoicing, check writing, budget tracking, and reporting
 - Oversee and grow our membership platform and community
 - Organize our annual SFEA Conference + smaller educational events
 - Develop engaging marketing content (think: email, social media, Canva designs)
 - Manage the SFEA website and keep resources fresh and up to date
 - Assist with our awards program and celebrate the best in the biz
 - Help coordinate monthly board meetings and keep records in tip-top shape
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👏 What We're Looking For

- Qualified candidate will work 15-25 hours a week
- 3–5 years of experience in nonprofits, events, associations, or admin roles
- Proficiency with Microsoft Office, Google Suite, Canva, and digital tools

- Strong organizational, multitasking, and communication skills
 - Comfortable working independently AND as part of a team
 - Passion for festivals, events, and creative communities
 - Willingness to travel occasionally, including weekends and evenings
 - Based in one of our 12 states (see above)
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★ **Bonus Points If You Have:**

- FMP (Festival & Event Planner) or TMP (Travel Marketing Professional) certification
 - Experience with nonprofit governance or board support
 - Strong social media and/or website management skills
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📁 **What You'll Get**

- Monthly pay based on experience (\$20,000-\$25,000 Annual Salary)
 - IRS-compliant mileage reimbursement
 - Annual performance-based bonus potential (based on membership goals and conference revenue)
 - Flexible, collaborative work environment
 - The chance to shape the future of the festival & events industry in the Southeast
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Sound like your kind of gig?

Let's chat! Apply today and help us support the people who bring joy, culture, and connection to communities across the Southeast.

👉 Email resume, desired salary and position qualifications to

Amy Doherty, SFEA Board Chair, adoherty@suwanee.com