



NATO Charity Bazaar
a.s.b.l.

Job description for the position of Bazaar Coordinator

- Book location for annual NCB Bazaar
- Share ALL information on the Bazaar with President & Vice-president
- Update and send out Bazaar Questionnaire to all Members – this questionnaire includes the Restaurant Coordination
- Collect questionnaires before the summer holidays (end July) and share with the Restaurant Coordinator
- Coordinate tables, electricity, safety, access, photographer... with NATO Staff for Bazaar Weekend and all other NCB Events
- Floor Plan preparation in collaboration with the Restaurant Coordinator
- Prepare time schedules for all board members and helpers for Bazaar Weekend with approval from president and vice-president
- Buy all necessary material for Bazaar Weekend and NCB Events
- Prepare/update and coordinate distribution of all bazaar related documentation and distribute to all participating national representatives
- Present updates for bazaar details and information at the Board meetings
- Maintain/update bazaar information (Floor Plans & time schedules) for the General Assembly Meetings (GAM) PowerPoint slides and be available to present at the GAM

Skills/knowledge required: PowerPoint, Word, Excel

Updated June 2020