

Job Description: Associate, Communications & Events

TITLE: Associate, Communications & Events

PROGRAM AREA(S): Communications & Events Deliverables

REPORTS TO: Manager, Global Initiatives

Out Leadership (OL) is a global LGBT+ business advisory company, partnering with the world's most influential firms to build business opportunity, cultivate talent, and drive equality forward. Including LGBT+ people at all levels powerfully benefits bottom lines. We help companies realize their Return on Equality™. Out Leadership is a certified B Corp. For more information about our global initiatives or to learn about our advisory work, please visit www.OutLeadership.com.

ROLE OVERVIEW

The *Associate, Communications & Events* will help tell Out Leadership's story to diverse audiences, from C-Suite business executives to national policy and opinion leaders. Out Leadership produces high-level events for senior business leaders in New York, London, Hong Kong and Sydney annually. The *Associate* will help plan and execute our 40-50 annual events (ranging from 300 person summits and talent initiative events, to intimate salons, CEO dinners and internal events).

Strong writing and organizational capabilities are a must for this position.

SPECIFIC RESPONSIBILITIES

- Assist with planning and execution of Out Leadership events and communications strategies, by:
 - Helping build out detailed events and communications calendars, including scheduling and budgeting
 - Developing event content, and creating publications and collateral
 - Speaker recruitment, booking, and coordination
 - Managing aspects of special events marketing strategy, including updating event listings on our website and coordinating promotion through social media and email marketing
 - Creating and updating invitations and managing registration processes, and being the point of contact for attendee questions
 - Coordinating our team's engagement with sponsor and host companies
 - Venue selection and management, including coordination of catering, décor, and A/V
 - Event logistics and staffing

COLLABORATION

The *Associate, Global Initiatives & Events* reports to the Manager, Global Initiatives and works closely with the rest of the OL team on the projects listed above, particularly the:

- *Director, Communications* on communications and content
- *Manager, Global Initiatives* on OL's global events

The *Associate, Communications & Events* also works closely with the in-house production team of the OL member companies hosting events, and/or the team managing the event venue.

As a small, fast-paced, entrepreneurial company, OL thrives when its staff functions as a cohesive, collaborative team, working together to ensure the success of the company and its goals. To this end, every staff member is called upon to contribute to OL's success, which may mean fulfilling a role or duty not specifically listed in the employee's job description. This includes helping to maintain a tidy and professional shared workspace, staffing summits and events, identifying and supporting revenue-generating opportunities, and creatively contributing to strategic brainstorming sessions.

REQUIRED SKILLS

The ideal candidate will have:

- Proven experience in events administration and communications
- Demonstrable ability to handle large scale event logistics, with experience working cross-culturally and in multiple time zones preferred
- Exceptional interpersonal and relationship skills
- Experience communicating with senior executives and high-level officials
- High-level verbal and written communications skills, with experience in creating content and external communications for a variety of audiences
- Strong attention to detail
- Exceptional prioritization, organizational, project management and problem-solving skills with the ability to multi-task in an efficient manner
- Self-starter who can take initial direction on a project, assume ownership of it, and produce high quality work, collaborating with team members as necessary
- Advanced Google for Business skills (Gmail, Google Calendar, Docs, Sheets, *etc.*), with an ability to become familiar with firm-specific programs and software, with competency in Asana preferred
- Experience in Adobe Creative Cloud
- Ideally a strong competency in CRM platforms like Salesforce
- Background (or demonstrated interest) in the for-profit sector
- A bachelor's degree from an accredited institution is preferred, though not required

LOCATION

The *Associate, Communications & Events* will be based in OL's global headquarters in New York City.

COMPENSATION

Out Leadership offers competitive compensation commensurate with experience, including a competitive benefits package with paid time off, 401(k) and a 90% covered health plan.

NEXT STEPS

Interested applicants should send any questions or a cover letter and resume to Jeff Li, at Jobs@OutLeadership.com