

Job Description: Events Coordinator

TITLE: Events Coordinator

PROGRAM AREA(S): Events Logistics & Deliverables across Initiatives

REPORTS TO: Director, 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 OutLeadership.com, and also see our company overviews here: [OL Overview \(Requires Adobe Acrobat\)](#) and [OL About Us Video \(Opens YouTube\)](#).

ROLE OVERVIEW

The *Events Coordinator* will assist in delivering Out Leadership's unique events 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 *Coordinator* 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, in the following areas:

Invitations/Registration

- Build out and manage online registration pages for Out Leadership events (through the Eventbrite platform)
- Assist with drafting and sending invitations to Out Leadership's member companies and partner organizations
- Keep up to date registration files, manage database inputs
- Track registrations from Out Leadership member companies and assist in reminder and follow-up process
- Respond to registration inquiries from clients and prospective attendees
- Create and format printed nametags and attendee lists

Logistics

- Provide on-site logistical support during events (some nights and weekends required)
- Vendor management and contract negotiation for dinner events and other external venues (scoping, pricing & menus)

Speaker Engagement

- Assist in speaker outreach, booking and coordination
- Coordinate logistical aspects of speaker handling (bios, headshots, interview scheduling)

Marketing/Communications

Provide support for events related marketing and communications, including:

- Uploading and managing event content on the Out Leadership App (powered by Convene) including agendas, artwork, speaker & attendee information
- Coordinate invitation design process
- Update website with relevant event related information
- Assist in the production of pre- and post-event attendee communications (drafting reminder and thank you communications, creating event surveys, etc.)

COLLABORATION

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

- *Director, Communications* on event related communications and content
- *Manager, Advisory & Client Services* regarding member firm registration and relationship management
- *Manager, Talent Initiatives* around event logistics for Out Leadership's *OutNEXT*, *OutWOMEN*, and *Quorum* events

The *Events Coordinator* 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, and specifically InDesign, preferred
- 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 *Events Coordinator* 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, Director of Operations, at Jobs@OutLeadership.com

EQUAL OPPORTUNITY EMPLOYER

Out Leadership is an equal opportunity employer and is firmly committed to complying with all federal, state and local equal employment opportunity ("EEO") laws. Out Leadership strictly prohibits discrimination against any employee or applicant for employment because of the individual's race, creed, color, sex, religion, national origin, age, sexual orientation, height and weight, disability, gender identity or expression, marital status, partnership status, genetic

predisposition or carrier status, military status, arrest record and any other characteristic protected by law.

Out Leadership is especially interested in applicants that reflect the full diversity of the community we serve. Immigrants, people of color, transgender and gender nonconforming people, intersex people, and people of different abilities are strongly encouraged to apply.