



National Council for Science and the Environment

Position Announcement Events & Meetings Coordinator

About NCSE

The National Council for Science and the Environment (NCSE) works with scientists, educators, policymakers, business leaders, and officials at all levels of government to inform environmental policy and decision making with the use of science. Founded in 1990, NCSE is a 501(c)(3) non-profit organization. As a non-partisan organization, NCSE provides resources and networks to support our community of member universities, their work, and their professional development efforts. NCSE is a leader in educational research that tracks and analyzes the evolving fields of interdisciplinary environmental, sustainability, and energy (IESE) higher education. NCSE has been a long-standing national voice in support of federal funding for environmental research and education.

Position

Reporting to the Deputy Director, the Events & Meetings Coordinator will lead the coordination, execution, and follow-up of NCSE's annual events, including the National Conference and Global Forum, Academic-Federal Dialogue, Energy Education Summit, EnvironMentors National Fair, and biannual member meetings, as well as other stand alone meetings as needed.

Responsibilities

In direct consultation and coordination with the Deputy Director, the Coordinator will:

Event Administration/Operations (80% time)

- Support logistics related to event planning (i.e. reviewing contracts, managing event registration website, helping with event check-in, etc.);
- Assist with development of event schedule, including speaker invitations and tracking, session selection, and organizing leadership calls;
- Support event outreach and communications through website, email, and slide deck, to encourage conference registration and engagement;
- Prepare and manage event logistics including staff and volunteer management; on-site setups/breakdowns; technology needs; guest lodging; food arrangements; and supplies transport;
- Represent NCSE in work with vendors/partners;
- Help coordinate travel and accommodation for special event guests;
- Organize and lead internal event planning meetings, and help to schedule, take notes, and follow up after external meetings;
- Following events, assist with appropriate thank you messages and prompt follow-up for participants, sponsors, and donors;
- Work with Director of Research and Evaluation to develop and analyze conference evaluation survey and other opportunities to learn about conference attendees and their event experiences.

General Support (20%)

- Assist NCSE team in other activities;
- Participate in bi-weekly NCSE staff meetings;
- Other activities as needed.

Qualifications

- Candidate should have a minimum of three years experience in meeting or event planning;
- Excellent organization and project management;
- Experience with Cvent or other comparable conference management software;
- Skilled in Microsoft Office Suite with high level of general computer competency. Knowledge of Salesforce and Wordpress a plus;
- Bachelor's degree.

The position requires

- Interest and experience in event planning and execution;
- Extremely organized with meticulous attention to detail, and strong follow-through;
- Creative problem solver;
- Self starter with demonstrated ability to handle multiple tasks and deadlines;
- Ability to work well alone and collaborate effectively and collegially with others;
- Strong process orientation with sensitivity to quality;
- Strong team player: we are a small group with a 'roll up your sleeves' culture, so we are looking for someone who is excited about lending a hand;
- Willingness to work with team members in remote capacities;
- Ability to communicate effectively with multiple stakeholders and partners.

Salary

Commensurate with experience

Start Date

September 18, 2017

How to Apply

Please submit a resume, cover letter, and writing sample to jsoule@ncseglobal.org no later than September 1. Applications will be reviewed on a rolling basis. Early submission is recommended.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. NCSE is committed to building and sustaining a culturally diverse team and strongly encourages applications from female and minority candidates.