

Events Coordinator

Location: Scottsdale, AZ

Reports To: Senior Vice President of Strategic Projects

NIET is seeking an events coordinator to fully plan and execute all logistics for the organization's strategic events and convenings nationwide. Exemplary candidates will excel in a fast-paced environment in a role that requires a tremendous amount of detail-orientation, project management, and collaboration across teams.

Position Responsibilities

- Plan and manage all logistics for NIET events, meetings, and convenings:
 - Develop, implement, and monitor project plans for all logistics of each event, including managing an organization-wide events calendar
 - Develop and document standard operating procedures and determine project planning options for events and implement improvements to tools as identified and necessary
 - Identify and foster relationships with venues and vendors (e.g. properties, AV, catering, floral, parking, printing)
 - Create and submit request for proposals (RFP's) and secure and negotiate contract terms with venues and vendors post RFP process
 - In partnership with the CEO and CFO, review and manage vendor contracts related to executing events
 - Manage all on-site logistical support, including but not limited to coordination with hotel team/event host team, registration set up/tear down, distribution of materials, and contracted support
 - Oversee registration development, launch, and monitoring leading up to the event as well as onsite of the event
 - As requested, provide speaker coordination, communication and other VIP logistical support leading up to and during each event
 - Compile needed resources and materials for events, including a schedule of acts for each event
 - In collaboration with the research team, communicate with event attendees to ensure they have a positive experience at all NIET events, as needed
 - In collaboration with the communications team, draft invitations, pre- and post-event communications, and other resources as needed
 - In collaboration with the controller, create and manage a budget for each event
- Perform other duties as assigned

Desired Qualifications

- At least five years of progressive experience with event planning of large events (1,000+ attendees) required
- Certified Meeting Professional serving as the lead planner preferred
- Extraordinarily high attention to detail

- Proven experience managing multiple tasks simultaneously
- Demonstrated ability to problem solve in the moment and pro-actively consult with other team members as appropriate
- Demonstrated ability to think in innovative ways and the ability to communicate with a variety of audiences
- Strong communicator and listener with a demonstrated ability to build trust and strong relationships with both internal and external stakeholders with a focus on customer service
- Strong command of technology skills is required, and candidates must be highly proficient with Microsoft PowerPoint, Word, and Excel
- Demonstrated an ability and willingness to learn new technology programs as adopted by NIET to improve event management and logistics
- Exhibit NIET's core values
- Bachelor's degree required

To Apply:

Please follow the link to submit your [application](#).

No phone inquiries please.