

Events Coordinator

Location: Scottsdale, AZ

Reports To: Chief Financial Officer

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.