



POSITION TITLE	Event Coordinator (Part-Time – 20 hours per week)
DEPARTMENT	Communications
REPORTS TO	Director of Communications and Strategic Partnerships
FLSA STATUS	Non-Exempt
LOCATION	Arlington, Virginia
DATE	August 2018

POSITION SUMMARY

The part-time Event Coordinator manages all logistics and administrative aspects of ISEP-organized events, conferences and group meetings, as well as any events in which ISEP is a sponsor or partner, both domestically and internationally. The Event Coordinator identifies options for venues, catering, transportation, registration and other event elements based on specified event or meeting parameters.

The Event Coordinator is the first point of contact for all vendors associated with ISEP events and is responsible for the accurate and timely delivery of all event services. The Event Coordinator proactively communicates with pertinent ISEP team members to keep them informed about event coordination timelines, logistics changes or participant concerns, and is the lead on developing back-up plans in case of last minute event changes.

PRINCIPAL RELATIONSHIPS

External: ISEP Board of Directors, Council of Advisors, ISEP partners, event/meeting participants, vendors

Internal: Director of Communications and Strategic Partnerships, ISEP **President's** Office, Executive Team, Marketing Team, ISEP event team members

KEY JOB RESPONSIBILITIES

Event Coordination (60%)

- Researches options for venues, catering, transportation, registration and other event elements based on specified event parameters as directed by the event planning team.
- Based on direction from ISEP event team members, coordinates all event logistics to include: venue booking, catering, transportation coordination, participant communication, registration management, event sponsor engagement, and other duties as relevant to a particular ISEP event, domestic or international.

- Is the first point of contact for all vendors associated with ISEP events and manages the vendor relationship in a positive and productive manner. Ensures the accurate and timely delivery of all event services.
- Proactively develops alternative plan of action in case of changes to event logistics, participant numbers, and other potential event changes that could jeopardize the success of an ISEP event.
- Communicates frequently with pertinent ISEP team members about new event information as it becomes available, develops timelines for logistics coordination, provides event registration updates, sends reminders about event-related deadlines, and monitors and communicates other event-related information and activities.

Stakeholder engagement (30%)

- Is the point of contact for ISEP event stakeholders on all logistical questions and concerns. In consultation with the Director of Communications and Strategic Partnerships, quickly and effectively addresses concerns and troubleshoots any issues.
- **Supports** ISEP's Board Liaison on logistics for ISEP Board of Director meetings, including meeting document preparation and distribution, event space and catering coordination, travel and accommodation arrangements, and communication of meeting logistics.
- Is a planning and logistics partner to ISEP staff on ISEP Council of Advisors meetings and workshops.
- Positively engages ISEP event stakeholders, is highly responsive to inquiries and requests, and is always professional and courteous in all written and verbal communications.

Other administrative duties (10%)

- Is the first point of contact for visitors to the ISEP Office and inquires to the info@isep.org mailbox and general phone line.
- Sorts incoming mail and assists with outgoing mail and shipments.
- Provides administrative support to the **President's Office as needed**.

REQUIRED QUALIFICATIONS

- **Bachelor's Degree**
- 1 or more years work experience in an office environment, with exposure to event coordination and vendor management
- Extensive experience communicating with external stakeholders in a professional manner, including international partners, both verbally and in writing.
- Exceptional attention to detail and the ability to foresee event logistics challenges before they arise
- Proven record of proactive and creative problem-solving on tight timelines

DESIRED QUALIFICATIONS

- Non-profit experience preferred
- Interest in the field of international education and belief in the value of study abroad in promoting bilingualism, cultural competency, and global citizenship.

HOW TO APPLY

Qualified applicants are encouraged to submit a cover letter, resume and salary expectation to: careers@isep.org with the subject line: "Event Coordinator." **Application deadline:** September 3, 2018.

ISEP is an equal opportunity employer. We strongly support diversity in the workforce.