



Position: Events Coordinator

Location: Flexible; Austin TX, Dallas-Fort Worth TX, Boston MA, (preferred)

Candidates interested in full or part time work will be considered. The preferred application deadline is December 19, 2022. Please note that we do not guarantee review of applications after this date.

Position Summary

As the Events Coordinator for Empower Schools, you will work closely with program teams across the organization to plan and coordinate learning events, site visits, and conferences in support of Empower's work of partnering with communities to design and launch innovative solutions to better meet the needs of students. The location for this position is flexible and currently remote, with a preference for Austin, TX, Dallas-Fort Worth, TX, Boston, MA, Denver, CO, or Indiana, where we have staff on the ground. If public health conditions make travel possible, applicants must be willing to travel up to 40% of the time.

Who We Are

Empower Schools envisions a country where every student – especially those in underserved communities – has the opportunity to succeed in school and life. As a national non-profit, we catalyze innovative solutions by partnering with educators and communities to reimagine local education systems toward more equitable life outcomes for all students. We focus on three key areas:

- **Empowerment Zones-** We work with communities to design and launch sustainable local partnerships that enable transformative district schools. Empowerment Zone educators have the flexibility to make decisions that are right for their students, community, and staff.
- **Rural Innovation-** We work with rural communities to forge new partnerships and develop new ways to share resources so that students in rural areas have access to a great education and are equipped for college and career success.
- **Early College and Career Pathways-** We work with communities to create opportunities that lead to postsecondary success for all students. We foster innovative, sustainable, and scalable structures that bridge high school to college and career so students can get the head start and success they need even before they graduate high school.

To date, we have supported the design and launch of fourteen empowering partnerships across five states, serving more than 28,000 students attending 60 schools.

Who You Are

- You are committed to centering racial and socioeconomic equity in your work. You understand the impact of systemic and implicit racism and challenge yourself and others to support transformational outcomes for students across race and class.
- You are familiar with the challenges facing K-12 urban education (and/or excited and willing to learn)
- You love bringing people together for memorable and powerful events and learning experiences
- You care about event details from start to finish and go above and beyond to ensure strong execution
- You enjoy working individually and as part of a team and can build strong relationships with others
- You are organized and interested in supporting events involving multiple stakeholders and tight deadlines
- You thrive in a rapidly evolving environment and recognize that resourcefulness and effective communication skills are key to success
- You can take ideas and solutions from brainstorming to fruition while engaging and incorporating the perspectives of others
- You make time to reflect on your work to improve your effectiveness, you know how to self-advocate to get the support you need, and you can keep it all in perspective with a strong sense of humor

How You'll Help

Responsibilities may include:

Annual Events Calendar

- Manage and coordinate Empower's annual calendar of events across program teams' needs and internal team events (approximately 30 annual events), ensuring alignment to strategic goals



Event Planning

- With program teams, manage logistics and communication aspects of events, including:
 - Manage event timelines and planning documents
 - Manage and track event budgets
 - Source vendors (space, catering, transportation, etc.) and manage vendor contracts and invoicing
 - Manage communications with vendors, participants, and facilitators in the lead-up to and during the event.
 - Create and organize the printing of participant-facing materials
- Maintain strong vendor relations across a variety of locations

Event Coordination

- Manage day-to-day running of events, including set up and take down of spaces and attendance
- Create and implement a communications plan with participants and facilitators to ensure smooth running during the event
- Act as the first point of contact for all inquiries
- Support and resolve technology issues
- Troubleshoot issues arising during events

Provide support to Empower Schools on related initiatives, as needed

Qualifications

- At least 1-2 years of work experience in a relevant field or role
- Demonstrated interest in education reform and strong alignment with the goals of Empower Schools
- Demonstrated experience in the project management of multiple complex events or projects
- Excellent organizational skills and attention to detail with a demonstrated ability to keep track of multiple timelines, vendors, and deliverables
- Excellent written and verbal communication skills across diverse stakeholders
- Demonstrated ability to operate productively in ambiguous situations
- Comfort and confidence with technology, particularly Microsoft Office, Google Suite, and knowledge of hardware and setup – projectors, screens, TVs, setting up webcams, helping participants log in, etc.
- Strong, demonstrated commitment to anti-racism, diversity, equity, and inclusion
- Ability to travel to events (up to 40% of time)
- New hires are required to show proof of being fully vaccinated against COVID-19 within six weeks of hire

Salary and Benefits

The salary for the event coordinator is \$50,000 per year, with opportunities for meaningful advancement for successful team members over time. In addition, Empower Schools offers a comprehensive benefits package, including health and dental insurance, retirement benefits, life and disability insurance, and flexible spending accounts.

Application

Interested applicants should submit their application [here](#). The preferred application deadline is December 19, 2022. Please note that we do not guarantee review of applications after this date.

We support equal opportunity and value building the diversity of our team as we grow. We seek individuals of all races, ethnicities, abilities, and creeds to support our organization's work and encourage individuals from historically under-represented backgrounds to apply.