

Program Coordinator

Employment Type:	Full-Time
Reports To:	Program Operations Manager
Salary:	DOE
Role Detail:	75% Program Coordination 15% Speaker Acquisition and Call for proposals 10% Program Strategy and Content Development

Opportunity

Coordinate high-caliber speaker and program logistics for a fast-paced social cause event company. Ensure tasks are delivered in a professional manner in accordance with organizational goals in a team environment.

Job Responsibilities

- Coordinate program operations for events assigned to you, including full conference run of show, speaker audio/visual needs, special presentations and emcee script(s)
- Coordinate speaker relations for assigned Social Enterprises/GoGreen Conference programs; send out pre-event speaker relations from official confirmation to end of event, including speaker preparations, onsite speaker deliverables and speaker VIP reception (as relevant) to ensure speakers are satisfied; oversee speaker connection emails, scheduling for speaker prep calls for coaching and all subsequent follow up with speakers; ensure responsive, timely follow-up on speaker communications and needs to maintain strong, sincere relations
- Contribute to preparation of key Social Enterprises/GoGreen Conference event cycle components, including strategy document, event launch, recap and redux documents
- Assist with onsite program management including full conference run of show, stage management, speaker audio/visual needs, special presentations and emcee script(s)
- Work jointly between Events and Programming Teams to streamline coordination and operations of all event programs
- Assist with speaker acquisition process for GoGreen Conference targeted speakers; coordinating Call for Proposals; and researching, interviewing and confirming ideal speaker line-up of targeted speakers based on each event strategy and goals
- Actively use company systems to manage projects, i.e. Basecamp, Google Docs and Harvest time tracker.

Skills and Abilities Required

- Balance between big picture understanding of concepts and being exceptionally detail-oriented and organized, ensuring quality and consistent output;
- Careful time management and project management skills to ensure projects stay within labor allocation;
- Strong written and verbal communication, able to deliver clear, concise information tailored to specific and varied audiences;
- Strong initiative to drive project independently while tracking and communicating effectively with team;

- Ability to maintain a professional attitude and work independently with little guidance in a fast paced changing environment;
- Ability to effectively solve problems, make decisions and take action, exercising independent judgment;
- The ability to communicate in a productive and professional manner with all co-workers, managers and team members; actively contribute in a positive manner during meetings with staff and business partners.

Qualifications and Experience Required

- Bachelor's Degree
- Strong project management, customer service and relationship building skills
- Exceptionally detail-oriented and organized, ensuring quality and consistent output
- Working knowledge of sustainability processes and practices within business
- Ability to maintain a professional and positive attitude and work independently with little guidance in a fast-paced, changing environment
- Proficiency in MS Office applications (Word, Excel and PowerPoint)
- Knowledge of the event industry, trends, and strategies