

Job Posting: Event Coordinator

Posted: February 14, 2018 Closes: March 1, 2018

TIES is a leading innovator in STEM education bringing school design, and STEM curriculum and instructional support to schools and districts. TIES design teams work to create and build the finest STEM schools and ecosystems throughout the country. TIES understands the need to shift the teaching of STEM education to focus less on fragmented and isolated bits of discrete information and more on scientific understanding and reasoning. STEM education is based on scientific and engineering practices and offers students the ability to use inquiry to address real-world issues that affect their family, their community and their world.

The TIES team of consultants and partnering organizations consist of the most successful STEM leaders in our nation, skilled at the art of facilitating dynamic organizational change, developing robust, locally relevant STEM schools of excellence, and catalyzing vital partnerships within communities to ensure sustainable STEM communities of practice.

To support our team and to provide specific support to multiple initiatives, particularly STEM Learning Ecosystems (stemecosystems.org), TIES is seeking an Event Coordinator to manage all aspects of key events, conferences, and strategic meetings.

Job Description

The Event Coordinator will be responsible for the overall planning, management, and execution of TIES strategic events. The position can be located anywhere in the U.S. Travel is required in order to be in-person at events. Anticipated start date for this position is April 1, 2018.

Essential Functions

- Manage all aspects of events including scheduling of events, logistics, and space needs
- Manage all associated planning meetings
- Coordinate and manage on-line events and webinars through TIES' selected virtual platform
- Coordinate and follow through on any research needs associated with event planning
- Record, share, and follow through on action items resulting from planning calls/meetings

Specific Functions

- Manage logistics planning and coordination leading up to all events
- Create briefing books and management documents
- Manage material inventory and purchasing
- Coordinate printing of all materials including custom name tags and name plates

- Package and ship all materials for events
- Schedule preparation calls
- Manage “dine around” activities (topical dinner discussions) including scheduling and communications
- Manage all poster sessions
- Work with location event planning teams on food and beverage orders, PSAV needs, and room layouts
- Manage hotel room blocks
- Respond to client and attendee inquiries
- Understand all timelines and communication calendars
- Participate in team calls as needed
- Other miscellaneous event needs
- The absence of specific statements of duties does not exclude those tasks from the position if the work is similar, related, or a logical assignment of the position.

Education and Experience

Requires a bachelor’s degree or equivalent experience related to event management.

Required Knowledge, Skills, and Abilities

The characteristics listed below are representative of the knowledge, skills and abilities preferred to successfully perform the essential functions of this position.

- Strong interpersonal skills as well as written and oral communication skills are essential for this position. Confidentiality and professionalism at all times are essential for this position.
- Proficient in common desktop applications (web browsing, Google Apps, etc.).
- Ability to work in a team-based environment; demonstrated flexibility, initiative, and collegiality with students, staff, administration and community members.
- Must have strong general management, problem-solving, organizational, and decision-making skills, as well as technical knowledge, a strong attention to detail, and highly developed customer relations attitude and competencies.

Factors for Success

- Patient, adept multi-tasker who can remain flexible to competing or changing demands.
- Leads as a proactive team-player & displays a passion for helping people learn through discovery.

Apply

Interested applicants must submit an application using the link below by March 1, 2018.

<https://app.smartsheet.com/b/form/4517b3fb9fcb4d4fa8ee63bf669bf369>

Questions may be directed to Angiekastning@tiesteach.org