

JOB ANNOUNCEMENT

Release Date: June 11, 2015

Position: Events and Special Projects Manager

**About Equal
Justice Works:**

The mission of Equal Justice Works is to create a just society by mobilizing the next generation of lawyers committed to equal justice.

We provide a continuum of opportunity that begins with incoming law school students and extends into later careers in the profession. From advocating for law school programs that instill public service values among students, to creating summer and postgraduate public interest jobs, to addressing the staggering educational debt that blocks lawyers from going into public service, Equal Justice Works inspires and provides opportunities for the legal community to change lives, make careers, and deliver on the promise of justice for all. Visit our website for more information: www.equaljusticeworks.org.

**General Job
Description:**

Reporting to the Director of Administration the Events and Special Projects Manager will support the efforts of Equal Justice Works by managing events, conferences, and high level projects. The position will manage the logistics of the annual Leadership and Development Training (LDT), Annual Dinner, and Conference and Career Fair (CCF) and be part of the planning team for each of the three (3) events. This position will work closely with senior leadership and support the Fellowships & Advancement unit, the Federal Programs & Strategic Initiatives unit, and the Law School Engagement & Advocacy unit. In addition, the Events and Special Project Manager is responsible for all operational, implementation, and post-event activities and event material and web design.

Responsibilities:

- Assists in the establishment of protocols and operating procedures with LDT, CCF and Annual Dinner planning committees.
- Defines event goals, objectives, and specific implementation plans that promote the organization's brand.
- Sources venues, recommends and engages with catering, acquires supporting technology, manages logistical elements and coordinates development of materials to execute quality events.
- Oversees procurement purchasing and services needs addressing catering, audiovisual, security, and rental needs for events.
- Conducts research and works with units to identify new event opportunities for the organization.
- Manages and provides support and direction in the development of event and organization branded materials, collateral, and presentations including but not limited to: post cards, print programs, signage, PowerPoint and Prezi presentations, website and social media graphics. Tasks include a combination of both in-house design execution and design/printing vendor management.
- Supports the development of Equal Justice Works' brand and market labels for events as required.
- Identifies all aspects of event risk assessment and crisis management planning strategies. This includes, but is not limited to, security for the event.
- Supervises, directs, and coordinates the activities of personnel, subcontractors, and vendors as required to successfully execute all aspects of the event on the scheduled delivery day.
- Conducts post-event debriefing sessions and provides post-event analysis, budget recaps, and participant feedback. Incorporates results into future plans. Develops event reports and distributes to senior leadership team.
- Other duties as assigned.

Qualifications:

- Bachelor's degree in Communications, Marketing or related discipline or equivalent combination of education and work experience.
- Ability to work with minimal supervision; strong communication skills, a professional demeanor and experience with volunteers, committees, and vendors. Ability to work well in both team environments and autonomously.
- Excellent written, communication, copy editing and presentation skills.
- Ability to interact with all levels of management within the

company.

- Attention to detail, self-motivated, exceptional organizational skills, excellent time management skills, and ability to manage multiple tasks simultaneously is required.
- Must be proficient in Microsoft Office programs (Excel, Word, and PowerPoint).
- Experience with programs and cloud-based software including InDesign, Drupal content management, and Prezi as well as knowledge of event industry standard audio visual equipment, language and protocol is helpful.
- Proven ability to influence and coordinate efforts of other team members in support of events.
- Ability to take direction and input to develop effective and engaging branded events that will achieve organizational goals.
- Excellent communication and writing skills, problem solving and analytical skills, organizational skills and strong interpersonal skills.
- Certified meeting professional preferred

Salary and Benefits:

Comprehensive and generous benefits package, including loan repayment assistance, full health insurance coverage for employee, employer sponsored disability insurance program, monthly transportation stipend, retirement plan with up to 4% employer match, 13 holidays, 14 days vacation, 2 personal days, and sick leave.

To Apply:

Applicants should send a one-page resume, three references, and cover letter describing in detail their experience, qualifications and why they would be a good fit to humanresources@equaljusticeworks.org with the subject line "Events and Special Projects Manager Application." Please note: Phone calls will not be accepted.

EQUAL JUSTICE WORKS is an equal opportunity employer and does not discriminate on the basis of race, color, religion, national origin, gender, age, marital status, personal appearance, sexual orientation, family responsibilities, physical or mental handicap, matriculation, or political affiliation.