



JOB DESCRIPTION

DATE: May 29, 2018

POSITION: NYC Events Coordinator

DIRECT REPORT: Coordinator, NYC Programs

FLSA STATUS: Non-Exempt

HOURS: Part-Time (20 hours/week)

SHORT DESCRIPTION

The NYC Events Coordinator will work with the CTC NYC team to execute high quality training sessions, recruiting events, meetings, and other functions in the NYC metro area. This person will advance the mission of the CTC NYC team by overseeing all of the logistical arrangements needed to create welcoming, well-structured environments where learning can happen and relationships can be cultivated.

RESPONSIBILITIES

- Consult with program staff to determine appropriate physical arrangements, food and beverage needs, A/V requirements, and any other logistical consideration for CTC NYC events
- Secure venues for training sessions, recruiting events, and other functions. Negotiate and review contracts as needed.
- Manage onsite logistics, including set-up and tear-down, for CTC NYC events. This will require availability on some evenings and weekends.
- Place food and beverage orders.
- Track expenses and ensure that events adhere to established budgets. Process payments to external vendors in a timely manner.
- Coordinate with providers of A/V services as needed for events.
- Oversee timely delivery of printed materials, training resources, and other supplies to offsite venues.
- Maintain inventory of event supplies in our office, keep these supplies well organized, and order additional supplies as needed.
- Oversee any other logistical arrangements needed for the successful execution of CTC NYC events.
- Coordinate with site-specific contractors at venues outside Manhattan who will execute onsite arrangements for selected recurring events.
- Represent CTC to all vendors, partners and guests in an engaging, professional way.

SKILLS AND EXPERIENCE

Required

- Strong problem-solving skills, including an ability to adjust plans on the fly as needed
- Keen attention to detail
- Strong collaborator comfortable working in a dynamic environment
- Excellent follow-through and ability to complete tasks independently
- Willingness to take on challenges with a positive attitude
- Excellent written and verbal communication skills
- Cultural agility
- Proficiency in G Suite apps, Microsoft Office, and Mac-based applications
- Strong grasp of CTC's core values and DNA

Preferred

- Experience working in a variety of venues and vendors in the NYC metro area
- Familiarity with multiple neighborhoods across New York City
- Proficiency in Spanish

To apply, please send cover letter and resume to hr@redeemercitycity.com.