



## **Events Coordinator**

The Center for European Policy Analysis (CEPA) seeks to hire an Events Coordinator. Based in CEPA's Washington, D.C. office, this individual is responsible for the planning and execution of the CEPA Forum – a renowned annual conference hosting approximately 50 speakers/moderators and more than 400 participants from Europe and the United States – as well as all other CEPA events, including, but not limited to, on-site and external briefings, roundtables, book launches and press conferences. The Events Coordinator will work collaboratively with staff and under the supervision of the management team to ensure impeccably organized and professionally executed events of various types and sizes. The Events Coordinator will exude pride in ownership of all aspects and details of event planning, including invitation creation, invitation mailouts, vendor sourcing and management, database management, guest list development, RSVP tracking and post event follow-up.

### **Key Responsibilities and Accountabilities:**

- Work with CEPA leadership and outside stakeholders to plan and execute the annual CEPA Forum, a large, annual, two-day conference that is the institute's flagship event.
- Contribute to the public image of the organization through meticulous planning and execution of all CEPA strategic event activities, ranging from small briefings to the annual CEPA Forum.
- Conduct outreach, negotiate with and secure third party vendors, including catering, transportation, audio-visual services, venue, travel, accommodation, printing houses and other vendors.
- Draft event invitations for speakers, moderators, participants and other persons as needed.
- Manage database contacts, updating database with new information and deleting old contacts (both pre- and post-event) as information becomes available.
- Develop and manage both internal and event schedules and timelines.
- Responsible for onsite event setup, event logistics and post-event breakdown and follow-up.
- Maintain daily communication with management staff on event updates.
- Organize and manage internal and external event supply inventory.
- Help assist in financial tracking for events and adhere to budget guidelines/requirements.
- Work independently and collaboratively to develop and adhere to project deadlines.

### **Qualifications:**

- Bachelor's degree and 1-3 years of event planning and execution with established track-record of, and propensity for, organizing large public events.
- Exceptional writing skills with an excellent command of English grammar and spelling.

- A demonstrated ability to draft correspondence and other forms of official communication.
- Experience working with senior government officials in the United States and Europe, as well as the diplomatic community.
- Understanding of and experience working with diplomatic protocols.
- Track record of successfully managing multiple events at the same time.
- Excellent oral and listening communication skills.
- Strong negotiation skills for contracting/working with vendors.
- Superior organizational and time-management skills.
- Ability to work within a fast paced environment to meet deadlines, multitask and cope with multiple activities.
- Ability to work independently, as well as in partnership with others in a collaborative role.

**A successful candidate will:**

- Have an understanding of, and a commitment to, CEPA's mission.
- Possess strong organizational, planning, and problem solving skills.
- Have demonstrated expertise in events management, including a combination of small, medium and large-scale events, pre-event planning, on-site event management (including supervision of volunteer event staff), vendor management and negotiations, post-event reporting, guest speaker and participant communication and budget management.
- Have experience with database management.
- Possess effective interpersonal skills, including oral communication and listening abilities, as well as diplomacy to work with VIP guests and to build strong relationships.
- Ability to work with InDesign is a plus.
- International meeting and event logistics experience is highly desired.

**Application Instructions:**

Interested candidates should submit a (1) cover letter, (2) resume and (3) relevant letters of recommendation (as applicable) to [careers@cepa.org](mailto:careers@cepa.org). Please include "Events Coordinator" in the subject line. Position will remain open until filled. No phone calls please.

**Compensation commensurate with experience. Excellent benefits package.**

**CEPA is an Equal Opportunity Employer.**