

GREATER WASHINGTON BOARD OF TRADE
Position Description

PROGRAM & EVENTS COORDINATOR

REPORTS TO: Joint – Director of Programs & Events and Director of Strategic Programs

NATURE OF POSITION: Full-time. Exempt from overtime pay

SUMMARY: The Programs Coordinator will be responsible for coordinating all aspects of Board of Trade programs. This person will work in close coordination with the Director of Programs and Events and Director of Strategic Programs on creating and executing events and programs throughout the year.

RESPONSIBILITIES:

- Work closely with the Director of Programs and Events and Director of Strategic Programs to ensure that all programs and events are coordinated in support of organization's mission and executed to the highest standard.
- Work closely with leads on determining venues and working through all logistics and contracts with all vendors.
- Manage registration process for all Board of Trade programs and events. This includes member outreach and correspondence, ensuring target audience is met, post event reporting and outreach and database management.
- Assist with logistics including room setup, reservations, entertainment, ordering food and marketing for all programs and events.
- Work alongside the membership team to ensure all members are engaged and included in Board of Trade events.
- Upkeep of Board of Trade program calendar which includes tracking of other regional events.
- Assist with content research, ensuring that leads and facilitators are well prepared.

REQUIREMENTS:

Candidate should have at least two years of related experience, including:

- Detail-oriented with excellent follow through and organizational skills.
- Demonstrated ability to work independently, effective project management skills, ability to manage multiple projects simultaneously.
- Strong critical thinking skills.
- Experience in managing multiple high-quality events, dinners and meetings.
- Experience working in a very fast paced environment.
- Superior communication skills and ability to serve as the senior meetings and events representative for the organization before members, suppliers and others.
- Effective interpersonal skills as a team player.

Please send resumes to Najia Hasan at najiahasan@bot.org.

