



REGIONAL EVENTS COORDINATOR

Founded in 1993, College Summit is a national non-profit organization with a mission to transform the college admissions process and increase the college enrollment rate of low-income students. Today's college admissions system leaves behind a key portion of America's talent: low-income, academically mid-tier students. Working in partnership with the critical players in the college-access challenge – students, parents, high schools, and colleges – College Summit enables all these players to accomplish what none can do alone: ensure that the community harnesses the talent of all college-capable students.

RESPONSIBILITIES:

The Regional Events Coordinator provides support to College Summit's summer Workshop program. Workshops are the engine behind College Summit's program, serving as the community event that empowers high school seniors and rallies community members around the program. This summer, College Summit will train close to 4,000 young people at over 80 nation-wide events. The Regional Events Coordinator serves as the departmental liaison for cultivating and maintaining high quality guest experiences throughout each Workshop program offering. Duties include, but are not limited to:

- Supports up to 10 regional offices by managing and executing approximately 80 nation-wide events.
- Assists in the execution of 1 large conference per year, for approximately 500 participants.
- Coordinates Workshop site visits, catering, registration, audio visual services, logistical support and reporting.
- Assists in the development, execution and assessment of events management principles and promotes best practices throughout the organization.
- Participates in the development and completion of an Events Management Operations Guide, including writing and editing of content.
- Assists in the development of a potential in-house events management consulting practice, including building templates and tools for management use.
- Performs special projects for further event operations enhancement.

QUALIFICATIONS:

- 3-5 years experience in event and/or meeting planning; experience working with associations or non-profits preferred.
- Bachelor's degree required.
- CMP, CEP, CSEP certifications preferred, but not required.
- An established professional network across major cities within the hospitality and tourism industry considered a plus.
- Successful experience with contract negotiations a plus.
- Enthusiasm for College Summit's mission of helping low-income students enroll in college.
- Strong organizational, interpersonal, presentation and writing skills with a demonstrated ability to effectively communicate with a variety of audiences.
- Ability to work collaboratively in a fast-paced, deadline-driven work environment.
- Willingness and ability to work non-traditional hours and travel nation-wide primarily during the months of April – August (approximate travel time up to 25-50%).

TO APPLY:

- Submit your resume, cover letter and salary requirements to: jobs@collegesummit.org
- For more information on College Summit, please visit our web site at: <http://www.collegesummit.org>