



Events Coordinator

-Job Description-

The Hunt Institute's mission is to provide unbiased research, technical expertise, and learning opportunities that equip and empower educators and policymakers to drive equitable reforms and become audacious champions for education. Since its establishment in 2001, The Hunt Institute has emerged as a recognized and credible leader in the movement to transform American public education and a go-to source for reliable, objective, and timely information. The Institute works at the intersection of education policy and politics, supporting state and national officials and empowering them to transform education. The Institute's mandate is to inspire and equip elected officials and senior policymakers to make informed decisions that improve the lives of all children, with its primary audience consisting of governors, legislators, and other elected and state-level policymakers.

Position:

The Events Coordinator provides logistics, planning, and budget support for in-person convenings across the Hunt Institute. This position reports directly to an Events Manager and works collaboratively with all teams at The Hunt Institute. The Events Coordinator will be based out of The Institute's office in Cary, NC.

Responsibilities:

- Support, lead and organize events.
- Handle and oversee the event planning process from start to finish for medium-sized events with average complexity and little oversight.
- Assist with high level events.
- Communicating with internal and external stakeholders to provide updates and drive milestones.
- Identifies opportunities to build efficiencies into our processes.
- Manage and track registration, responses, and accessibility needs.
- Negotiate contracts with service providers and suppliers: e.g., hotels, A/V companies, event venues, speakers, destination management companies, etc.
- Evaluate and recommend vendors that are appropriate and within budget.
- Coordinate logistical event needs, such as lodging, transportation, catering, signage, printing, event security, etc.
- Monitor event activities to ensure participant satisfaction and resolve any problems for participants related to travel, registration, lodging, meal selection, event execution pre-event, during event and post-event.

- Maintain event records including budget, hotel contracts, and planning documents.
- Identifies ways to go above and beyond for attendees by anticipating needs.
- Consistently ensure all events are planned and executed to THI's standard of excellence and service.
- Manage online registration for events and attendees.
- Leads onsite logistics for events and anticipates and addresses potential problems that may arise.
- Plans for potential scenarios that could impact the integrity of events.
- All other duties as assigned.

Qualifications:

- Experienced in coordinating, planning, and executing small to mid-size (20-100 people) events.
- Passionate and excited about providing exceptional service for attendees, speakers, partners and colleagues.
- A team player and collaborative thought partner.
- Knowledgeable of event registration platforms (ex. Cvent, Eventbrite, etc.)
- Experience with project management software (Monday.com, Trello, Asana)
- A strong communicator with exceptional interpersonal skills
- Most comfortable in a fast-paced working environment.
- A motivated self-starter who is flexible, innovative, and optimistic.
- Resourceful and uses good judgement.
- Value diversity of thought, backgrounds, and perspectives.
- Willing to commit to The Hunt Institute's mission, vision, financial stability, and success.
- Bachelor's degree is required.
- Two – three years of demonstrated event planning experience or position related degree (Event Management, Hospitality, etc.).
- Ability to travel (anticipated 20-25%).

Ideal candidates will also demonstrate:

- High level of professionalism & leadership.
- High standards of excellence in execution of events.
- Interest in state and national P-16 education policy.
- Experience working in fast paced environment.
- Resourcefulness and good judgment.
- Experience supporting events for VIP's and elected officials.
- Constant seeking to apply best practices and elevate The Institute's events.
- Willingness to work collaboratively and consider new ideas.

Work Schedule:

This position is based out of 4000 Centregreen Way, Cary, NC 27513, in office Tuesdays, Wednesdays and Thursdays. Remote on Mondays and Fridays. Occasional evenings and weekends will be required.

Benefits and Compensation:

The Hunt Institute offers competitive compensation and an attractive benefits package, including health, dental and vision and a 401(k) plan with an employer matching contribution policy.

We are passionate about equal pay for equal work, and transparency in compensation is one vehicle to achieve that. The salary recruitment range for this position is \$60,000 – \$65,100.

Equal Employment Opportunity:

At The Hunt Institute, Equal Employment Opportunity is our commitment and goal. All qualified candidates will receive consideration for employment without regard to race, national origin, gender, age, religion, disability, sexual orientation, veteran status, marital status, or any other protected status designated by federal, state, or local law. Applicants are encouraged to confidentially self-identify when applying. Employment is contingent upon successful completion of a reference check and background investigation.

Applying for the Position:

To apply, please [click here](#). Complete the online application and submit a cover letter, along with a résumé. Positions are open until filled. No phone calls, please.