

Events Coordinator

Organization:

The Arc of Texas creates opportunities for all people with intellectual and developmental disabilities to actively participate in their communities and make the choices that affect their lives in a positive manner. Since our founding in 1950 by a group of parents of children with intellectual and developmental disabilities, The Arc at the local, state and national level has been instrumental in the creation of virtually every program, service, rights, and benefits that is now available to more than half a million Texans with intellectual and developmental disabilities. Today, The Arc of Texas continues to advocate for including people with intellectual and developmental disabilities in all aspects of society.

Description:

The Arc of Texas, a statewide nonprofit organization, has an immediate opening for a full time Events Coordinator.

Job Summary:

The Events Coordinator is responsible for supporting and coordinating all aspects of The Arc of Texas' annual inclusive special education conference, *Inclusion Works!*, as well as other internal and external events. The Events Coordinator reports directly to the Chief Community Engagement and Advancement Officer and will work closely with leadership and content matter experts to improve conference offerings.

The ideal candidate for this role will be an experienced, take charge professional with the ability to manage all aspects and logistics of events enthusiastically. You must be able to anticipate project needs, discern work priorities, meet deadlines with little supervision, and be willing to work occasional evenings and weekends.

The Events Coordinator should also have a passion for and experience with volunteerism and event management, and be able to provide outstanding customer service, comfortably speak in public, and build relationships with internal and external customers.

Essential Functions / Responsibilities:

- Assist with research and contract negotiations for all event needs
- Conduct research, make site visits, and find resources to help staff make decisions about event logistics. Includes researching potential products and services, exhibitors, sponsors, and vendors that align with the event mission.
- Establish standardized event procedures and train staff and volunteers to properly execute them.
- Track event key performance areas and identify items to work on for future events.
- Prepare budgets and provide weekly registration progress reports for each event project
- Keep track of event finances including check requests, invoicing, and reporting
- Coordinate appointments and schedule important dates and events on team calendars
- Assist with managing on-site production, volunteers and set up and clean up for events

Annual Inclusion Works! Conference

1. Oversee and facilitate all aspects of conference planning from site selection, vendor negotiation, budgeting, registration, marketing, onsite staffing, run of show, evaluation, and post-event reporting.

2. Develop and manage event budgets, logistics, and reports.
3. Develop and manage conference contracts and correspondence, travel and logistics for event participants, speaker bios, session descriptions, handouts, RFPs, etc.
4. Resolve issues and address inquiries related to the conference in a timely manner; Act as primary contact for registrants, exhibitors, vendors, and speakers.
5. Staff events, including training and supervising volunteers, and manage onsite event registration; includes occasional travel.
6. Ensure quality of event activities by upholding relevant standards, process and regulations.
7. Develop an evaluation method to assess event success, identify strengths and areas for improvement.
8. Engage and train volunteers for event activities using established volunteer management practices.
9. Liaise with the development and communications team leads, and with external media to increase awareness and promote events.
10. Report on event performance to executive team and Board of Directors.

The Arc of Texas offers a competitive benefits package including 403B retirement plan, employer paid health, life and ADD. In addition, The Arc of Texas offers generous leave and holiday time off to all employees.

“The Arc of Texas promotes, protects, and advocates for the human rights and self-determination of Texans with intellectual and developmental disabilities.”

The Arc of Texas provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics, gender identity or any other characteristics protected by applicable federal, state or local laws. The Arc of Texas will reasonably accommodate qualified individuals with a disability. Contact the Director of Finance with any questions or requests for accommodation during the application process or during the course of employment.

To Apply:

Please send your resume, cover letter, and salary requirements to: accounting@thearcoftexas.org.

NO phone calls & NO recruiter solicitations.