



## POSITION DESCRIPTION

**TITLE:** Events Associate

**SUPERVISOR:** Events Manager

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*InsideNGO is a membership association of more than 330 international NGOs, professional services firms, foundations and local NGOs involved in international relief and development. InsideNGO supports its members as they enhance and improve both institutional and individual capabilities to sustain and deliver mission results. The organization offers a wide range of US and international capacity development services including unique learning events, workshops, webinars, roundtables, and an online Member Community whereby participants tap into the experience of peers and experts managing activities in the most challenging places in the world. With a growing range of global participants and services, InsideNGO has been supporting the international NGO sector for almost forty-years.*

### Overall Position Summary

The Events Associate will ensure the logistical needs of our workshops are met at all of our learning events each year. The ideal candidate will possess an exceptional ability to coordinate all of the logistics and serve as an internal contact for the coordination of events.

### ESSENTIAL RESPONSIBILITIES

#### Events Coordination

- Update website and registration event calendars for schedule of over 100+ yearly workshops
- Coordinate with clients on logistics for all in-house workshops and vendors for D.C. workshop logistics
- Coordinate InsideNGO board meetings
- Communicate with trainers as needed on workshop logistics
- Process invoices for DC and in-house workshops
- Provide support to Events Manager and Events Production Assistant as needed

#### Materials Production

- Coordinate with relevant program staff to prepare training manuals for production
- Coordinate with domestic and local printers for workshop manuals and handouts production for all workshops; work with Events Manager to resolve any problems with shipment or delivery;

- Maintain vendor list and source reliable printers domestically and internationally;
- Maintain high-quality production templates that are easy to use and update for events; coordinate with program staff and Marketing & Communications to ensure templates reflect program needs and design
- Oversee production of other workshop materials to workshops

### **Annual conference**

- Serve as Project Management Office Coordinator for the Annual Conference. Responsibilities include administrative coordination of the budget, schedule, risk register and issues management
- Provide other Annual Conference support as needed including oversight of materials production and packing and providing logistical assistance on-site

### **On-site support**

- Serve as back-up for on-site logistical assistance at large events;
- Attend events as necessary

## **REQUIREMENTS**

### **Qualifications and Desired Experience**

- Two to three years' experience in working in events
- International development experience preferred

### **Skills & Attributes**

- Demonstrate initiative, problem-solving, and a positive attitude;
- Strong communication skills, both written and oral;
- Aptitude for exceptional customer service;
- Cross cultural/language skills a plus;
- Able and willing to set and achieve high professional standards;
- Commitment to a work environment that values the following culture:
  - **Mission-Driven** – how we make decisions, why we are here, how we speak
  - **Professional** – internally and externally
  - **Direct** – confident, honest, thoughtful communications
  - **Naturally collaborative** – successful together, valuing different skills and perspectives
  - **Collegial** – celebrate others successes, never let a colleague fail
  - **Fun** – we take our work seriously, but not ourselves

## **JOB RELATED INFORMATION**

InsideNGO is an at-will employer in Connecticut and the District of Columbia. Employment regulations applying to the state of each employee's job assignment apply. This position is based in Washington, DC.

#### **APPLICATION INSTRUCTIONS**

Qualified applicants should submit a résumé and cover letter with salary requirements to [jobs@InsideNGO.org](mailto:jobs@InsideNGO.org). Applications without a cover letter will not be considered.