



Assistant Event Manager, World Movement for Democracy – (Job #1771)

National Endowment for Democracy (NED)

Washington, D.C.

The National Endowment for Democracy (NED), a congressionally funded, private, nonprofit grant making organization that works to support freedom around the world, seeks a Temporary Assistant Event Manager to support the World Movement for Democracy. This position is based in Washington, D.C.

Position Summary:

The Assistant Event Manager works with Project Manager in managing the logistical preparation and arrangements for the World Movement's Ninth Global Assembly in Dakar, Senegal, in May 2018. Assists the Director and Senior Manager in managing overall operations of the Assembly.

Responsibilities:

- Work with Project Manager to coordinate and arrange logistical preparations for the World Movement's upcoming Global Assembly in Dakar, Senegal, including, but not limited to:
 - Invitation and registration process;
 - Travel arrangements for nearly 200 participants; and,
 - Space and room arrangements for workshops and other activities.
- Liaise with participants, various vendors, local event managers on the Assembly registration and logistical arrangements;
- Work with Director and Senior Manager to design the Assembly program and activities.
- Work with the World Movement team to carry out the Assembly administration onsite, including, but not limited to:
 - Coordinating onsite registration process;
 - Assisting Director in coordinating high-level sessions; and
 - Ensuring workshop room arrangements.
- Assist Project Manager in post-Assembly expense reconciliation and developing financial reports.

Qualifications:

- **Knowledge/Experience:**
 - Bachelor's degree in government, international relations, human rights, or related field;
 - 3 + years of event management experience; and,
 - Proficiency in MS Office;
- **Other Qualifications:**
 - Experience in organizing large international events and/or conferences; and,
 - Experience in budget and financial management.
 - Proficiency in French or other languages, other than English, preferred.
 - Authorized to work in the United States.
- **Competencies:**
 - Good written and oral communication skills in English;
 - Ability to work independently as well as on a team with a strong sense of mission;
 - Excellent work-management and interpersonal skills.

To Apply:

Candidates must include a cover letter, resume, completed [NED employment application](#), salary history with requirements, and contact information for three professional references. Please send to jobs@ned.org, with **Job #1771 – TEMP Assistant Event Manager - YOUR NAME** in the subject line.



**National Endowment
for Democracy**

Supporting freedom around the world

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