



Job Title – Events Coordinator

Reports To: Project Director
Job Status: Part-time, Contract or Full-Time Salaried depending on skills and experience

Location: 100% Remote

JOB DESCRIPTION

Our automotive / e-mobility organization centers on accelerating the equitable transition to zero-emission electric, connected, autonomous, and shared vehicles. Our growing organization is looking to add an energetic, experienced Events Coordinator to help us change the world for the better.

This is a full-time virtual position. The person that fills this role will play a key role in implementing EVHybridNoire’s mission and vision. The Events Coordinator is responsible for providing management and coordination through the creation of planning, execution, fundraising, and follow-up to EVHybridNoire’s events. The Events Coordinator will work closely with the National Communications Manager, the regional program manager team, the Executive Leadership Team, community leaders, sponsors, speakers, vendors, and other industry professionals to plan and coordinate special events and will evaluate and report results, with recommendations for modifying events to improve success.

ABOUT EVHYBRIDNOIRE

EVHybridNoire is the nation’s largest network of diverse electric vehicle drivers and enthusiasts. The mission of our passionate and dedicated team is to advance electric vehicles (EVs) and other multimodal solutions, and to ensure those solutions are inclusive and equitable. We engage with communities often left out of e-mobility discussions, advocate for e-mobility solutions in underserved communities, and shift the narrative about e-mobility to be more inclusive of diverse populations. Specifically, our work involves a mix of grassroots engagement, media outreach, research, speaking engagements, and advocacy and decision-maker education. That work spans many aspects of e-mobility and equity, including climate justice, workforce development, public health, multimodal mobility, and creative financing of e-mobility solutions. We’re currently expanding to meet the demand for our advocacy efforts and thought leadership.

ROLES & RESPONSIBILITIES

Planning:

- Strategically plan and implement all program, annual and other special events (virtual and in-person) working with staff and vendors to coordinate activities and facilitate communications
- Plan and implement our annual E-Mobility Diversity, Equity and Inclusion Conference in the fall of each year
- Negotiate with vendors and sponsors to obtain space, refreshments/catering, audio-visual needs, event tracking and all related materials and resources that ensure the event's success
- Develop and plan new creative events that facilitate solicitation of donations from target audiences
- Identify and recruit corporate sponsors to underwrite event expenses and/or to donate gifts, cash, or in-kind services to minimize expenses
- Work closely with the Executive Leadership team and finance team on event budgets
- Manage and assist in the development of administrative and operational systems in tracking income/expenses budgeted for events
- Understand and carry out the procurement processes for events, including logistical processing of purchase orders, receipts and internal / external coordination
- Record and complete necessary paperwork and follow-up for future events
- Ensure effective implementation and administration of events to ensure all event and related logistics and support activities are carried out as scheduled
- Evaluate success of events, as determined by appropriate measures such as attendance, revenues generated, public relations/press coverage activity, return on investment and donor engagement to ensure events are meeting financial, organizational and community goals
- Manage virtual events and event platform building
- Work with our National Communications Director, Digital Outreach Manager and Graphic Designer to create graphic designs for event marketing materials
- Increase visibility of events by collaborating with National Communications Director in informing all media contacts and target audiences of scheduled special events
- Prepare and distribute press releases, community bulletins and newsletter articles regarding events and outcomes
- Reporting event progress to senior leadership

- Ability to identify areas of potential issue in the planning or execution process and mitigate them effectively
- Photograph events, activities in assisting with marketing and storytelling

KEY RELATIONSHIPS

- EVNoire / EVHybridNoire Sr. Leadership
- External facing partners - vendors, project/event partners, press, corporate donors, event attendees, speakers, moderators, industry professionals
- EVNoire / EVHybridNoire Communications Team and other staff

DESIRED QUALIFICATIONS - *Skills and Abilities*

- Minimum of 3 years working in a similar capacity as an event planner/coordinator, with emphasis on special event planning and implementation, marketing, project management, budgeting, community and public relations
- Comfort planning and executing both in-person and virtual events and conferences (large and small scale - from 25 to 1000+ attendees)
- Strong organization and project management skills, ability to adhere to deadlines and move projects forward quickly
- Ability to effectively collaborate with internal team and external event volunteers
- Exceptional oral and written communication and interpersonal skills
- Knowledge of general bookkeeping principles to track expenses and revenues
- Strong analytical and problem-solving skills, professionalism and business acumen
- A proven ability to manage and complete multiple tasks with minimal supervision, ideally in a remote working environment
- Ability to demonstrate professionalism and be calm under pressure, resilient and adaptable with savvy trouble-shooting and problem-solving skills
- Detail oriented and organized with effective time management and prioritization skills
- Stable, High-speed Internet access
- Passion for seeking equity and justice, and appreciation for how e-mobility intersects with issues of equity, diversity and justice

- Occasional travel is required to attend client meetings, conferences, facilitate trainings/presentations and/or execute events

DESIRABLE SKILLS & EXPERIENCE

- Conference and governmental event planning experience
- Experience planning multiple events at one time
- Familiarity with e-mobility best practices, clean transportation, diversity, equity and inclusion work

BENEFITS

This role could be part-time contractual or full-time based upon your skill set, experience and ability.

We provide our full-time team members a competitive salary commensurate with experience and industry norms. EVHybridNoire is committed to creating a workplace that supports our staff to do their best work and develop professionally. EVHybridNoire offers the following to help us achieve that goal:

- Medical, dental, and vision premiums along with other employer-sponsored and employee-optional health benefits;
- 401k retirement benefits;
- Generous paid vacation, sick time, and holidays;
- Coaching and management support; and
- A co-developed initial work plan to help you hit the ground running and have clarity on your role and responsibilities.

EVHybridNoire is an equal opportunity employer with a justice-centered mission, and we make a particular effort to recruit people of color to apply for open positions.

Location

US; Remote. This role can be based anywhere in the continental U.S. Travel to join EVHybridNoire team members at internally and externally-facing meetings and events will be expected.

For more information and to apply: contact careers@evnoire.com