

Logistics Coordinator

Details

Reports to: Events Director

Time: 5-10 hours per week

Location: Flexible within the U.S.

Overview

The Logistics Coordinator will work within the Events Department to support and plan ESW's biennial conference and its interim digital/regional conference. The Events Department is composed of an Events Director and several Events Coordinators who work together closely to ensure that the chapter hosting the biennial conference is well supported and the digital conference is well structured. The Director and all Coordinators will develop the conference theme; coordinate scheduling and content; handle all logistical planning; gain and maintain partnerships with international, national and regional sponsors; market the events; and communicate effectively and efficiently within HQ and to the ESW network.

About Engineers for a Sustainable World

Engineers for a Sustainable World (ESW) is nonprofit dedicated to empowering engineers to tackle sustainability challenges. We believe that engineers, and anyone who loves to solve problems, are key to solving today's biggest sustainability challenges. Founded in 2002, ESW is an international network of over 1,750 members and more than 45 collegiate chapters working to build a more sustainable world through technical hands-on projects. Since its founding, ESW has supported over 300 chapter-led projects in 12 countries and 23 states and Canadian provinces.

Responsibilities

The Logistics Coordinator will be responsible for:

- Working with the host chapter on logistical needs (catering, room reservations, etc.)
- Communicating with ESW network and Marketing Coordinators to distribute information for various competitions and opportunities (abstract submissions, Outstanding Chapter awards, photo contest, etc.)
- Developing the design challenge for both the 2020 digital conference and the 2021 biennial conference
- Attending weekly Events Department meetings (meetings are scheduled based on the availability of all volunteers in the department)
- Communicating with the Events Department and the Events Director
- Keeping detailed records of meetings, logistical needs and scheduling

Desired Skills and Qualifications

- Excellent communication, presentation and people skills
- Experience working on event planning (events for school or clubs, conferences, etc.)
- Experience using digital tools such as Google Suite, Slack, and video conference (we use Zoom)
- Able to work well both independently, establish and meet deadlines, prioritize tasks
- Passion for sustainability and technical problem solving
- Comfortable working effectively under pressure to meet tight deadlines and goals
- Comfortable working in a remote, virtual team environment
- Comfortable working in a dispersed team across multiple time zones