

Events Director



Details

Reports to: COO

Time: 5 hours per week

Location: Flexible within the U.S.

Overview

The Events Director will work within the Programming Department to support and plan events for our members. This includes supporting events coordinators, furthering the growth of the department, planning/running meetings, and strengthening the biennial ESW conference (ESWcon). The Events Department will be composed of the Director and several Events Coordinators who work together closely to ensure that the ESW Events Department is providing engaging content, good logistical planning, and developing partnerships to enhance the student and professional member experience within the organization. Current ESW events involve the Biennial Conference (ESWcon), ESW TALKS (recurring lecture series), and Digital Conferences.

This position is flexible, and can accommodate work and school schedules. To apply, please send a cover letter and resumé/CV to apply@eswusa.org. Please contact us with any questions you may have as well.

About Engineers for a Sustainable World

Engineers for a Sustainable World (ESW) is a non-profit 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 Events Director will be responsible for:

- Leading the Executive team through an audit and strategic planning process to help build our Events strategy for 2022 and beyond.
- Lead the development and planning of ESWcon and Regional conferences.
- Lead the events team on logistical planning, help find speakers, develop content/ structure, create and edit conference-related documents.
- Hire and build out an events team that can support our annual events strategy.
- Provide leadership, direction, and mentorship to the events team.
- Partnering closely with our Development team on sponsorship and other partnerships related to events

- Attend, plan, and lead weekly Events Department meetings (meetings are scheduled based on the availability of all volunteers in the department)
- Communicate with the Events Department, the Executive Committee and other departments within the organization to ensure effective planning of events

Desired Skills and Qualifications

- Excellent communication, presentation and people skills with an ability to balance priorities
- Experience working on event planning preferred
- 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

ESW does not discriminate on the basis of sexual orientation, gender, gender identity, race, ethnicity, age, religion, or economic background. Further, we strongly encourage individuals from traditionally underrepresented identities to apply, including identities not explicitly named above. If there are any considerations or qualifications not acknowledged in our job description that you feel are important and relevant to this position, we encourage you to bring them to light in your application.