

## **JOB ANNOUNCEMENT**

### **Coordinator, Events**

(Remote Work from the Continental US)

#### **ABOUT THE LCDA-LCDEF**

The Latino Corporate Directors Association (LCDA) is a community of US Latinos at the highest levels of corporate leadership and governance who are committed to paying it forward. Its mission is to develop, support, and increase the number of US Latinos on corporate boards. LCDA's strategy, to accelerate Latino placements on corporate boards is focused on three areas: growing demand, growing supply, and raising awareness.

The Latino Corporate Directors Education Foundation (LCDEF) is the affiliated foundation of the LCDA. Together with the LCDA, the foundation is committed to paving the way for the next generation of US Latina and Latino corporate directors. Its strategic priority is to prepare, position, and grow the supply of Latino C-Suite executives for corporate board service, and lead the field with research-based reports and thought leadership.

#### **POSITION SUMMARY**

The Coordinator, in collaboration with the Events and BoardReady Institute (BRI) teams, will collaborate to coordinate LCDA and LCDEF's strategic in-person, virtual and regional networking and programmatic events. The Coordinator will support the logistical, tracking, and project planning functions of the events and BRI portfolios. Through events like the Annual Board Leaders Convening, LCDA raises awareness of its mission by bringing together top Latino corporate directors and those who share our mission to increase Latino representation in the boardroom. Through board-readiness programming like the BRI, LCDEF helps prepare and position senior Latino executives for boardroom success.

#### **OVERALL DUTIES & RESPONSIBILITIES**

##### **Annual Convening:**

- Support the logistical planning and production of LCDA's Annual Board Leaders Convening, including:
  - Coordinating all event logistics pertaining to the hotel, F&B, AV and vendor management as needed.
  - Participate in and report out at weekly calls, and in-person during staff meetings at the convening itself.
  - Support with post-event communications, thank you letters and acknowledgements.
- Support and collaborate on the production of annual convening's program book, event app, and other branded run of show graphics and external, event communications.
- Support and coordinate with consultant(s)/vendors pre event and on site.

- Support and ensure fulfillment needs of event partners are met.

#### **BoardWise Virtual:**

- Coordinate and support the virtual programs and overall engagement of speakers and participants, including evaluation of sessions.
- Coordinate and ensure fulfillment needs of event partners are met.

#### **Regional Networking Events**

- Coordinate virtual and in-person member meetings and networking events.
- Support with the coordination of virtual member programs and overall engagement of speakers and participants, including evaluation of events and meetings.
- Coordinate and ensure fulfillment needs of event partners are met.

#### **BRI Programming**

- Provide logistical support and guidance for in-person and virtual BoardReady Institute (BRI) related programming, including the coordination of hotel, F&B, AV and vendor management pre and on site, as well as Zoom meeting logistics.
- Provide tracking and data entry of LCDA's Executive Member applicants on MemberLeap (CRM) and support with profile research as needed for every quarterly cycle.

#### **Cross-Functional Support:**

- Collaborate with LCDA's Marketing & Communications team and provide support to promote and market events.
- Support the work of LCDA/LCDEF's cross-functional teams as needed for virtual and in-person events as needed.

#### **QUALIFICATIONS**

- Two to three years of work experience in the association or not-for-profit sector is preferred but not required.
- Experience working in event planning and with vendors in hospitality, F&A, AV, photography and video recording and editing desired.
- Some database management experience including proficiency in CMS (content management system) databases.
- Proficient experience with demonstrated skills, knowledge, and experience in general research, tracking, and data compilation desired.
- Demonstrated organizational skills to prioritize and manage multiple projects and complete tasks with high degree of accuracy and timeliness.
- Should be able to work independently, be detail-oriented, have strong time management and problem-solving skills.
- Proficiency in MS Office Suite of programs (especially Excel and PowerPoint) and Google Docs.
- Ability to work with shared leadership and in cross-functional teams.
- Solid communications and writing skills.
- Ability to handle sensitive inquiries and maintain confidentiality of non-public or sensitive information.

- Ability to travel within the U.S. 3-4 times per year

**EDUCATION**

Bachelor's degree from an accredited university.

**SALARY RANGE:** \$40,000 – \$65,000 depending on skills and experience; full-time (40 hours a week); position can be either a permanent, full-time position or a full-time contract role

**PLEASE SEND COVER LETTER & RESUME OF QUALIFICATIONS TO:**

Carmen T. Joge at [cjoge@latinocorporatedirectors.org](mailto:cjoge@latinocorporatedirectors.org)

**DISCLAIMER:**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. LCDA is an equal opportunity employer and does not discriminate on the basis of race, gender, ethnicity, marital status, sexual orientation, or any other legally protected status.