Organizational Summary:
The Collaborative for Academic, Social, and Emotional Learning (CASEL) is a nonprofit organization based in Chicago, and a trusted source for knowledge about high-quality, evidence-based social and emotional learning (SEL). CASEL’s mission is to help make evidence-based SEL an integral part of preschool through high school education across the country. We are transforming American education through SEL by collaborating with leading experts and supporting districts, schools, and states nationwide to drive research, guide practice, and inform federal and state policy. Together, we are enabling all young people in our diverse society to lead healthier, happier, more productive, and fulfilling lives.

Position Description and Responsibilities

The Event Coordinator will assist in the planning and coordination of all meeting, event, and activities related to the 2020 SEL Exchange conference.

Specific responsibilities may include:

- Develop, implement, and monitor event work plans, including agendas, meeting notes, and tracking of deadlines.
- Provide administrative support to the Executive Producer of the SEL Exchange, as needed.
- Manage estimates and budgets; track spending and adherence to budget; prepare management reports.
- Support coordination of all logistics for the SEL Exchange, including venue, internal team, Exhibitors, Attendees, and Sponsors.
- Maintain relationships with vendors including but not limited to logistics teams, entertainment suppliers, transportation companies, hotels, and conference sites.
- In collaboration with the Production team, coordinate trade show booth reservations, materials, and setup.
- In collaboration with the Production team, coordinate breakout rooms and AV equipment requirements.
- In collaboration with the Finance department, coordinate registration and payment procedures.
- Interface with public relations, marketing, and other appropriate department/staff to coordinate media activities.
- Coordinate event staffing and scheduling; manage outside vendors and staff.
- Coordinate project status reports as needed.
- Coordinate calendar of events and special meetings.
- Perform other related duties and participate in special projects as assigned.
Qualifications

- Minimum of 2 years related experience or equivalent, preferably with experience in executing multi-day meetings or conferences.
- Excellent written and verbal communication skills.
- Acute attention to detail.
- Strong organizational and problem-solving skills; able to manage priorities and workflow.
- Commitment to excellence and high standards.
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm.
- Excellent customer service skills.
- Ability to work independently and as a member of various teams and committees.
- Proven ability to handle multiple projects and meet deadlines.
- Good judgement with the ability to make timely and sound decisions.
- Creative, flexible, and innovative team player.
- Ability to work on complex projects with general direction and minimal guidance.
- Passion, enthusiasm, focus, creativity, and a positive outlook.
- Professional appearance and demeanor.
- Ability to effectively communicate with people at all levels and from various backgrounds.
- Must be able to speak, read, write, and understand the primary language(s) used in the workplace. (English)
- Proficient on Microsoft suite, Asana, Google Suite. Experience with Registration software, specifically eventPower is a plus.
- Demonstrated ability to plan and organize projects.

Compensation

CASEL seeks to maintain compensation packages competitive within the nonprofit and education sectors, commensurate with experience.

To Apply

Please email a thoughtful cover letter and resume outlining how your skills and experience meet the qualifications of the position and stating how you heard about this opportunity to careers@casel.org. Please include the position title in the subject line of your email message. We regret that we will not be able to respond to phone inquiries about this position.

---

*The Collaborative for Academic, Social, and Emotional Learning is an equal opportunity employer. CASEL evaluates applicants for employment on the basis of qualifications, merit and work-related criteria without regard to race, color, religion, gender, national origin, age, sexual orientation, mental or physical disabilities, pregnancy, medical condition, marital status or any other characteristic protected by law. CASEL employs and values a diverse work environment.*