



STRONGER COMMUNITIES. STRONGER AMERICA.

POSITION ANNOUNCEMENT

POSITION: Events and Meeting Planner

OPEN: Immediately

LOCATION: Washington, DC

CLOSED: Until filled

CONTACT: Leroy Martinez, Senior Producer of Events and Meetings; and Maritza Santibáñez, Director of Event Strategy and Programming

SALARY: Commensurate with experience

BACKGROUND

UnidosUS, previously known as NCLR (National Council of La Raza), is the nation's largest Hispanic civil rights and advocacy organization. Through its unique combination of expert research, advocacy, programs, and an Affiliate Network of nearly 300 community-based organizations across the United States and Puerto Rico, UnidosUS simultaneously challenges the social, economic, and political barriers that affect Latinos at the national and local levels. For 50 years, UnidosUS has united communities and different groups seeking common ground through collaboration, and that share a desire to make our country stronger. For more information on UnidosUS, visit www.unidosus.org or follow us on Facebook and Twitter.

SUMMARY

UnidosUS is seeking an Events and Meeting Planner as part of the Marketing and Communications Department. The Events and Meeting Planner will be responsible for the planning, execution, and reporting of multiple elements—registration, housing, in-conjunction-with (ICW) events and meetings, signage, logistics, and budgeting among others—tied to the UnidosUS Annual Conference, National Latino Expo®, Capital Awards, and other internal and external facing events.

The Events and Meeting Planner must work towards ensuring the success of UnidosUS's events by developing strategic timelines and planning guidelines while using methods of forecasting and program evaluation to recognize strong and weak properties and processes. They will ensure that all event elements align with UnidosUS's mission and vision as well as assist in the marketing and promotion of such events. They will work directly with the Senior Producer of Events and Meetings, and report to the Director of Event Strategy and Programming. The Events and Meeting Planner will work across teams, partnering with team leads that are co-responsible for the success of meetings and events, to include—production and logistics, programming and content strategy, corporate/sponsor relations, marketing and communications, and brand design. They will ensure all aspects follow the overall strategy while ensuring all objectives and concerns are met, while staying on top of deadlines and within budget. They will develop and nurture a direct line of communications with various outside vendors and contractors.

UnidosUS offers a collaborative, team-based environment that fosters a culture of ideas and debate. We approach our work from multiple perspectives and methods, understanding both the specific issues and their larger interrelated systems. The ideal candidate will be a passionate, strategic, proactive solution-oriented team member with the desire to help deliver high-impact and memorable event experiences for attendees, inclusive of sponsors and speakers. We welcome candidates with a strong understanding and experience in marketing, communications, and brand who possess the ability to think ahead, foresee and solve potential challenges, and offer great customer services.

RESPONSIBILITIES

Core Responsibilities

- Develop and execute internal event and planning guide for all events; work with key stakeholders to meet requirements and deadlines.
- Develop, review and manage RFP for event venues and housing for attendees, as needed; develop/update criteria; develop/manage vendor database and forecast needs for future years (growth, trends).
- Work with teams requesting assistance in consulting or coordinating an event or meeting based on availability and approval of manager.
- Review and update internal Intranet with meeting planning information.
- Ensure UnidosUS's brand comes through in all event elements.
- Respond to event and meeting inquiries and provide the highest level of service and attention to event, meeting guests, and audiences.
- Coordinate and manage signage inclusive of collaborating with Design and Editorial to ensure quality control; and ensure deadlines are met.
- Prepare appropriate reports for internal weekly meetings.
- Prepare detailed post-event/post-meeting reports and statistics assessing overall successes, including challenges and opportunities, attainment of event goals, and recommendations for improvement.
- Maintain knowledge of new innovations, technologies, and processes for improved delivery of services.
- Budget stewardship.
- Perform administrative tasks as needed.

UnidosUS Annual Conference/Legislative Event/Capital Awards

- Coordinate and manage registration inclusive of registration vendor; manage set-up and on-site logistics; manage internal and external inquiries.
- Collaborate with the Marketing and Communications team on registration, workshop, and speaker promotional tactics.
- Collaborate with team on coordination of workshop series/sessions/meetings, inclusive of on-site logistics and evaluations.
- Coordinate and manage housing by working with the hotel property(ies) on the set-up and operations of online reservations; and manage internal and external inquiries.
- Contract, manage, train, and be point of contact for temporary staff, consultants, and volunteers.
- Coordinate, manage, and serve as liaison to vendors, contractors, and partners, inclusive but not limited to audio-visual, decorator, catering, etc.; and manage

meeting logistics.

- Manage on-site logistics based on production schedule and day-off check list.
- Organize a monthly liaison meeting with UnidosUS staff to provide important updates, emphasize deadlines and answer questions, inclusive of a kick-off meeting and a Convention Center tour.

National Latino Expo

- Develop and execute Expo plan based on exhibitors, level of sponsorship, and attendee experiences being offered.
- Act as main liaison for exhibitors to inform and obtain required assets and meet deadlines; and work with them to answer any questions or concerns.
- In collaboration with the Marketing and Communications team, develop and execute a grassroots community outreach plan geared towards increasing local booth exhibitor participation and attendance.
- Manage set-up, day-of, and post-event logistics.

QUALIFICATIONS

- A minimum of **five** consecutive years of professional event and meeting planning experience at an established organization or company required.
- Bachelor of Arts or Bachelor of Science degree required; advanced degree in meeting and event management or meeting industry certification, a plus.
- 2-3 years of accounting and budgeting experience.
- Valid driver's license with active insurance and clean driving record required.
- Demonstrated ability to develop and maintain effective relationships with both internal and external stakeholders across the organization.
- High degree of initiative and ability to work independently and as part of a team to navigate multiple projects and shifting priorities, under tight deadlines with minimal supervision.
- Demonstrated experience and interest in marketing and communications is a plus.
- Ability to travel up to 25% and work a modified/extended hour schedule during event/meeting planning and execution.
- Excellent oral communication skills required
- Demonstrated ability to think creatively and practically to develop, execute, and implement events/meetings.
- Interest in and general knowledge of UnidosUS's issues, programs, and constituencies.
- Proven experience in the ability to read, understand, negotiate, and write contracts.
- Ability to research and understand how to work efficiently with labor unions and understand regulations governing properties and works (when applicable).
- Familiarity with the U.S. Hispanic community, Hispanic nonprofit organizations, and the Hispanic consumer market.
- High proficiency in Microsoft Word, Excel, and Outlook, Power Point, Adobe and HTML desirable; and willingness to learn new software programs.
- Familiarity with database management and event management programs.
- Ability to lift a minimum of 40 lbs.
- Bilingual (English/Spanish) a plus.

Please note: Only those applicants who submit a cover letter and writing sample along with a résumé will be considered for this opportunity. Please include "Event and Meeting

Planner” in the subject line.

**SEND COVER LETTER, RÉSUMÉ,
AND WRITING SAMPLE TO:**

UnidosUS

Raul Yzaguirre Building

Attn: Hiring Manager – Events & Meeting Planner

1126 16th Street, NW, Suite 600

Washington, DC 20036-4845

Email: hmail@unidosus.org

EQUAL OPPORTUNITY EMPLOYER. All qualified applicants will receive consideration without regard to race, color, national origin, marital status, religion, gender, age, disability, sexual orientation, gender identity or expression, personal appearance, family responsibilities, political affiliation, or enrollment in a college, university, technical school, or adult education.