Title: Events coordinator

Reports to: Head of Events

Location: Remote working

Contract type: 3 days per week | initial 3 months

Salary: dependant on experience

**About the Resource Alliance**

Our mission is to change the world by weaving together a global alliance of people fighting for positive change and equipping them with the knowledge and resources they need to accelerate lasting social impact. The [Resource Alliance](https://resource-alliance.org/) exists to strengthen the social impact sector, by helping people responsible for *resource mobilisation* to develop the knowledge, tools and connections necessary to fuel their organisation’s work.

We support a highly engaged community by providing them access to innovative thinking, best practices and collaborative networks that ensure they are constantly growing their ability to *resource the organisations and causes they serve*.

**The role**

This is a wonderful opportunity to work with the Resource Alliance. Do you want the opportunity to work from home? Do you want to work for an organisation who has a global reach with its events? Do you want to become part of an organisation whose mission is to change the world by accelerating social impact?

We are ideally looking for an experienced Events Coordinator who has experience of organising events.

You must have a solid working knowledge of all Microsoft packages, you must be organised, self motivated, monitor & maintain office systems & processes with great attention to detail.

If you feel this is you, please read on and apply.

**Main responsibilities**

**Speaker engagement**

* Work with head of events to create speaker communication journey
* Respond to speaker queries, including creating visa letters
* Work with marketing to collect session and promotional assets
* Organise and manage recording process for IFC 2022 online sessions
* Work with Head of Events to develop individual timetables for speakers

**Delegate engagement**

* Manage 2 general enquiry inboxes, ensuring queries are responded to
* Create visa letters, invitation letters and invoices upon request

**Logistics**

* Work with conference venue to develop menus for IFC 2022
* Coordinate coach transfers for delegates for IFC 2022
* Work with Head of Events to develop an accessible evaluation process for IFC
* Order onsite items for IFC
* Must be available to travel to the Netherlands 17th to 21st October 2022 for the International Fundraising Congress (IFC)

**Manage general inquiries**

**Any other tasks requiring team support**

**Essential skills**

* 2-5 years experience
* Exceptional customer service skills
* Highly organised with solid project management skills
* Committed to delivering to the highest standards – through accuracy and excellent attention to detail
* Experience in managing large-scale complex events to a high standard
* Willingness to help others and go the extra mile – responsive, flexible, proactive and prepared to take the initiative
* Collaborative team player and respectful of others views and ways of working

Contact: Oma Ofurum at hr@includehr.com for further information on the role. Submit your CV and a covering letter summarising your experience and why you feel you are suited for the role and the Resource Alliance.

Available for immediate start.