



Women CyberSecurity Society (WCS2)

Job Description: **Event Management Specialist**

Location: Remote

Type: Volunteer / Unpaid

Start Date: June 15, 2023

Reports to: Director of Business Development

Position Overview:

We are seeking a detail-oriented and experienced **Event Management Specialist** to join our team. As an Event Management Specialist, you will play a vital role in planning, organizing, and executing a wide range of events for our organization. From conferences and fundraisers to workshops and galas, you will ensure that every event is flawlessly coordinated, creating memorable experiences for attendees and achieving our organization's objectives.

Responsibilities

★ Event Planning and Coordination:

- Collaborate with stakeholders to determine event goals, objectives, and requirements.
- Develop event concepts, themes, and strategies to align with organizational goals.
- Create comprehensive event plans, including budgets, timelines, and task assignments.
- Coordinate venue selection, contract negotiations, and logistical arrangements.
- Manage event vendors, including caterers, audiovisual teams, and decorators.
- Oversee event registration processes, ticketing, and attendee communication.

★ Program Development and Execution:

- Design event programs, agendas, and schedules, ensuring they meet the desired objectives.
- Coordinate with speakers, presenters, and performers to secure their participation.
- Provide guidance and support to presenters for content development and delivery.
- Arrange audiovisual equipment, staging, and technical requirements.
- Conduct rehearsals and run-throughs to ensure smooth event execution.

★ **Budgeting and Financial Management:**

- Develop event budgets and monitor expenses throughout the planning process.
- Negotiate and secure competitive pricing with vendors and suppliers.
- Track event-related expenses and manage invoicing and payment processes.
- Provide regular financial reports to stakeholders, highlighting budget status.

★ **Event Marketing and Promotion:**

- Collaborate with marketing and communications teams to develop event marketing strategies.
- Create event promotional materials, including brochures, websites, and social media campaigns.
- Utilize various marketing channels to drive event attendance and engagement.
- Monitor and analyze event marketing efforts, adjusting strategies as needed.

★ **On-site Event Management:**

- Oversee all aspects of event setup, including venue layout, signage, and registration.
- Coordinate event staff and volunteers, assigning roles and responsibilities.
- Ensure smooth event operations, troubleshoot issues, and handle emergencies.
- Manage event timelines, ensuring sessions, activities, and breaks run as planned.
- Provide exceptional customer service and attendee support throughout the event.

Qualifications:

- ★ Proven experience in event planning, coordination, and execution.
- ★ Strong organizational and project management skills, with meticulous attention to detail.
- ★ Excellent interpersonal and communication skills, both written and verbal.
- ★ Ability to multitask and work effectively under pressure, meeting tight deadlines.
- ★ Proficiency in event management software and tools.
- ★ Budgeting and financial management expertise.

- ★ Knowledge of marketing and promotion strategies for events.
- ★ Strong problem-solving and decision-making abilities.
- ★ Flexibility to work evenings, weekends, and travel as required for event execution.
- ★ A passion for creating exceptional event experiences and achieving organizational objectives.

Note: The specific responsibilities and qualifications may vary depending on the organization and the nature of the events being managed.