



**NATIONAL EMPLOYMENT LAWYERS ASSOCIATION
THE EMPLOYEE RIGHTS ADVOCACY INSTITUTE FOR LAW & POLICY
JOB ANNOUNCEMENT**

Title: Events Coordinator

Application Deadline: Open Until Filled

Application Process: Send Cover Letter and Résumé To Nareeya Nalivka, Director of Finance & Human Resources, National Employment Lawyers Association, 2201 Broadway, Suite 310, Oakland, CA 94612; Email: nnalivka@nelahq.org; Fax: (866) 593-7521.

Compensation: Annual Salary \$50-60K DOE; Vacation; Medical Leave; Medical, Vision & Dental Insurance; Pension

NO PHONE CALLS OR RECRUITERS

NELA is a nonprofit professional association of lawyers who represent employees in employment matters. NELA seeks to eradicate inequality and injustice in the workplace by advocating for employee rights and assisting the lawyers who represent them. Founded in 1985, NELA advances and encourages the professional development of its members through networking, educational programs, publications, and technical support. NELA promotes the workplace rights of individual employees through legislation, public policy, and other activities. For more information about NELA, visit www.nela.org.

EVENTS COORDINATOR

The devil is in the details. The National Employment Lawyers Association (NELA) and its sister organization, The Employee Rights Advocacy Institute For Law & Policy (The NELA Institute) are searching for a detail-oriented, organized, and creative Events Coordinator to produce high quality events and publications, and coordinate the Executive Director's travel. Experience working with nonprofits and/or public interest organizations preferred, but not required. This is a full-time, exempt position based in NELA's Oakland Office. This position reports directly to and is under the general supervision of the Director of Operations.

JOB RESPONSIBILITIES

- Identifies, monitors, and reports on metrics for successful event implementation, including development of contingency plans.

- Manages the budgets for NELA’s key events, including the Annual Convention, the annual Gala Fundraiser, and the Spring and Fall Seminars.
- Researches, identifies, and recommends sites, and negotiates contracts for NELA and/or The NELA Institute’s events; prepares event specifications; and coordinates hotel logistics, including catering, audio-visual, room set-up, and hotel room needs.
- Creates cold and warm prospect lists via research and referrals and generates new and repeat sales to exhibitors and sponsors; manages communications prior to and on-site with exhibitors; and ensures fulfillment of contractual obligations to exhibitors at events hosted by NELA or The NELA Institute.
- Maintains the Executive Director’s travel schedule and calendar, including making travel arrangements, confirming meetings, and administrative follow-up.
- Manages the collection of all content—including advertising, commentary, and artwork—for NELA’s and The NELA Institute’s publications, and serves as the staff liaison to design vendors, printers, and mail shops.
- Participates in weekly staff meetings and other team meetings as appropriate.
- Travels to NELA’s events and offsite functions as needed.
- Other duties as assigned by the Director of Operations.

REQUIREMENTS

- Minimum of three years of experience in an event planning or event coordination position.
- Exceptional organizational skills, including attention to detail, ability to work independently, manage time efficiently, handle multiple tasks, prioritize projects, meet deadlines, engage in problem-solving, and produce a high quality work product.
- Proficiency in MS Word, Excel, and Outlook required.
- Proficiency in InDesign or similar design program is preferred.
- Excellent written and oral communication skills.
- Ability to work effectively with co-workers, vendors, and a variety of people at all levels of the organization.
- Ability to maintain composure and complete tasks in a fast-paced, nonprofit environment.
- Sound judgment and discretion, as well as the ability to conduct oneself in a highly professional manner.
- Commitment to providing exceptional service to NELA members and event VIPs.
- Flexibility and willingness to take the initiative on a variety of projects.

The National Employment Lawyers Association is an equal employment opportunity employer. Diversity, equity, and inclusion are core values of NELA and The NELA Institute and essential to the achievement of our mission. Diversity, equity, and inclusion create meaningful representation and involvement of persons with varied backgrounds, experiences, identities, and abilities, each with the opportunity to make robust contributions to the organization without discriminatory barriers. To express these values, NELA and The NELA Institute promote diversity, equity, and inclusion in our organizational structures and policies, leadership, membership, programs and services, employment practices, and relationships and coalition partners and donors.