



Events and Outreach Coordinator

About the Role

Events and outreach are critical to the NC Housing Coalition's ability to convene, reinforce, resource, and mobilize the housing ecosystem across the state. The Coalition currently co-hosts two annual conferences, a Housing Day at the NC General Assembly, and numerous in-person and virtual convenings. Under the supervision of the Communications Director, the Events and Outreach Coordinator will manage the logistics of the Coalition's events and increase our in-person engagement at the state and community level. The Coordinator will also work closely with the Communications, Fundraising, and Policy & Advocacy teams.

The Events and Outreach Coordinator is a remote-first role, however, due to the frequency of in-person events, this person must be located in the Triangle and available to attend all major Coalition events throughout the year. This role requires occasional evenings/weekends and some travel.

Job Responsibilities

Events

- The Events and Outreach Coordinator will be primarily responsible for:
 - Facilitating event planning meetings with staff and/or external partners
 - Managing event registration
 - Booking venues, hotel blocks, caterers, and other onsite services
 - Coordinating onsite setup and teardown for events
 - Managing conference supplies
 - Acting as primary point of contact for all events-related inquiries
 - Working closely with the communications and fundraising teams to effectively market and leverage events for fundraising
- The Events and Outreach Coordinator will work with staff and partners to coordinate:
 - Booking event speakers and collecting speaker materials
 - Managing event volunteers
 - Marketing events and coordinating sponsorship payments and benefits
 - Facilitating event registration scholarships

Outreach

- Researching and identifying event opportunities for Coalition participation across NC
- Building relationships with external event and community organizers

Data Management

- Maintaining event registration records
- Reviewing and cleaning up event registration contacts

Your First 90 Days

- Attend planning meetings for each of the Coalition's major events and meet conference planning partners
- Attend any scheduled events
- Review event planning schedule and processes with the Communications Director

- Begin facilitating weekly internal and monthly external event planning updates
- Learn how to use the Neon CRM

What Success Looks Like

- The Coalition's annual events are well-attended and receive positive feedback from attendees, speakers, sponsors, and conference partners
- New or one-time events hosted by the Coalition are quickly and successfully executed
- Each year, the Coalition participates in several external events throughout the state as speakers and/or vendors
- Event registration records are organized and without duplicates

What You'll Bring

- Excellent organizational and project management skills
- Excellent communication and interpersonal skills
- Database management skills
- Attention to detail
- Ability to manage your own workload in a "remote-first" work environment
- Deep commitment to equity as a fundamental value of your work
- Proficiency with Zoom, CRM and/or event management software, Google Suite, and Microsoft Office

What We Offer

- Starting salary of \$50,000;
- Health/Vision/Dental insurance and 80% of cost for dependent coverage;
- 403(b) employer contribution and match;
- Medical and childcare flexible spending accounts;
- Short term disability and AD&D life insurance;
- Supportive parental leave policy;
- Remote-first work policy;
- Opportunities for growth and advancement, with a dedicated budget for professional development; and
- Other benefits.

About the NC Housing Coalition

The vision of the NC Housing Coalition is a North Carolina with just and affordable communities. For more than 30 years, our mission has been to lead a movement to ensure that every North Carolinian has a home in which to live with dignity and opportunity. The long term impact we wish to have is that our state's community-powered housing ecosystem is equipped to make just and affordable communities a reality across NC. To achieve this, our strategies focus on convening, reinforcing, resourcing, and mobilizing that ecosystem.

If Interested

Please send a resume and cover letter describing how your mix of knowledge, personality, and experience are perfect for this role to jobs@nchousing.org with the subject line "Events and Outreach Coordinator." This posting will be open as long as it takes us to find the right person.