

## MIT Job Description

<b>Job Title:</b> Events Planner 1	<b>Position Title:</b> Program and Events Coordinator, Global Programs
<b>Reports to:</b> Associate Director, Global Programs,	<b>% Effort or Wkly Hrs:</b> 100% effort
<b>Department:</b> MIT Sloan Global Programs	

### Position Overview:

This position will partner with GP staff on leading efforts to reimagine and innovate, design, deliver and manage events to provide a seamless experience for GP participants. The Program and Events Coordinator for MIT Sloan Global Programs (GP) will be responsible for proactively planning, implementing, managing, and expanding operational and logistical functions for onsite and virtual events.

The Program and Events Coordinator will manage the planning of operations and logistics and the implementation of ongoing programs. The Program and Events Coordinator will also proactively create opportunities to improve current best practices, reporting methods, and measure progress towards the department efficiency goals. This role works independently, collaboratively, and cross-functionally, across programs.

This Program and Events Coordinator will lead new protocol development and procedure redesign to increase GP's impact across 13 programs and fellowships that include 20+ events per year. These include seminars, special lectures, reunions, retreats, graduations, conferences, workshops, company visits, etc., that reach wide and varied audiences within and beyond MIT. Audiences include faculty, students, staff, postdoctoral scholars, executives, alums, and donors. This position requires some evening and weekend hours. This position is eligible for flexible work arrangements on a continuing weekly basis.

### Principal Duties and Responsibilities (Essential Functions\*\*):

- **Independent and autonomous work: Planning and Delivery (80%)**
  - Take an active role in the planning, design, and execution of event operations and delivery of in-person, virtual, and hybrid experiences while adhering to approved budgets for a broad range of stakeholders, including faculty, international students, alumni, and distinguished guests
  - Ensure that MIT events management policies are adhered to, particularly those regarding MIT Export Control rules, space regulations, and service of certain food and beverages
  - Implement process improvements by designing and deploying solutions that are inclusive of diverse approaches, synthesizing and prioritizing the needs of different stakeholders
  - Develop processes and procedures to effectively meet or exceed customer expectations
  - Contribute to the design and delivery of international conferences including sponsorships, media relations, marketing materials, and attendee relations
  - Develop and improve existing processes for the smooth delivery of events and ensure close collaboration across all GP programs including: run of shows, event staffing plans, event

- and production schedules, and other work plans for campus event activities in person, virtual or hybrid
- Centralize and manage efficiency projects to ensure continuous refinement, development of best practices, and quality improvements
    - Create and maintain database to catalog GP space needs, requests, and reservations over a calendar year, identifying and sourcing appropriate venues internal and external to the Institute for numerous immersion programs, workshops, and special events
    - Generate creative ideas for cultural activities, company visits, and ecosystem tours taking into consideration several factors, including the collaboration theme/focus, program schedule, and number of participants; oversee the process from planning to execution
  - Establish new and enhance existing relationships with relevant department heads and team members as well as global partners to retain current clients and support the development of additional collaborations
  - Take an active role in program branding, marketing, and promotion, including social media and brochure materials with GP's Communications Coordinator
  - Develop and maintain complex databases to generate specialized reports, including event registrations, faculty assignments, confirmations, and reservations
  - Negotiate contracts and pricing, and follow through to ensure responsiveness of vendors and other resources
  - Responsible for post-event follow-up and due diligence, including creation and distribution of materials; development, distribution, and analysis of participant feedback surveys; and management of team debrief meeting
  - Other duties as needed or required
- **Support and Coordination: Resource Management (20%)**
    - Lead and streamline the visa needs and requirements process for all incoming and outgoing programs:
      - Build and manage relationships with embassies, consulates, and relevant national and foreign governmental agencies, especially for expedited and special visa requests
      - Liaise with all internal MIT offices, including International Scholars and Students Office (ISSO) to ensure compliance with MIT and USA rules and regulations
      - Generate visa invitation letters for different need cases such as F and J type visas for students, B type visas for short term programming, and lead communication between entities, producing all required written documentation
    - Balance the requirements of numerous programs and events in varying stages of planning through weekly or bi-weekly event planning and delivery progress meetings
    - Assist with budget estimates and financial reconciliation of expenses in coordination with manager of program collaboration and GP Financial Coordinator
    - Update program platforms as needed
    - Organize and assemble participant and event materials and SWAG (certificates, name tags, table tents, gifts, etc.)

**Supervision Received:** Reports to Associate Director, Global Programs

**Supervision Exercised:** No direct reports, but may include supervision of temporary staff

**Qualifications & Skills:**

**Required:**

- Bachelor's degree required
- Minimum of two years of events planning or project/program management experience
- Excellent organizational and administrative skills
- Outstanding collaboration, interpersonal and communication skills (both written and oral)
- Team player with established track record of undertaking collaborative projects throughout the project lifecycle
- Proactive, takes initiative, and leads effectively with limited supervision
- Strong management, organizational and problem-solving skills; ability to successfully balance and prioritize workload
- Deals with confidential information and issues using discretion and judgment

**Preferred:**

- Five years of experience working in relationship management or program management in a higher education or comparable environment
- Strong MS Office skills
- Strong Adobe Creative Suite Skills
- Experience with Project Management tools like Asana
- Experience with CRM platforms is desirable
- Experience with WordPress or other content management systems (CMS)

**Competencies:**

**Contribute**

- **Manages ambiguity and navigates change** while being comfortable and confident working in a fast-paced and changing environment
- **Is self-directed and proactive** while advancing work and achieving results

**Collaborate**

- **Collaborates with others** while respectfully advancing organizational goals and achieving desired outcomes

**Engage**

*\*\* To comply with regulations by the American with Disabilities Act (ADA), the principal duties in position descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.*