



## Events Coordinator

### Organization

The Institute for Transportation and Development Policy (ITDP) promotes sustainable and equitable transport worldwide. ITDP is a nonprofit organization headquartered in New York City with offices in Africa, Brazil, China, India, Indonesia, Mexico, and the United States. ITDP's programs focus on bus rapid transit (BRT), non-motorized transport, travel demand management, parking, transport policy, and urban development. More information about ITDP can be found at [www.itdp.org](http://www.itdp.org).

### Position

ITDP is seeking a fulltime Events Coordinator to join its headquarters team in New York City or the Washington D.C. office. The Events Coordinator manages all logistics of ITDP events and partner events in coordination with the communications, development and global teams.

The Events Coordinator reports to the Communications Manager. This is a logistical support position and requires a thorough attention to detail.

### RESPONSIBILITIES

*VREF Leadership Summit - 50%*

*Manage and coordinate logistics of an annual conference taking place in a different international city each year in June. Includes:*

- Work with the global research manager to invite speakers to the event and coordinate their travel.
- Oversee an event planner in country, coordinating with an ITDP field office, to secure an appropriate conference space and site visits for approximately 200 attendees. Includes overseeing and managing the budget for vendors, etc.
- Work with the field offices and VREF researchers to coordinate travel and accommodations.
- Research and coordinate potentially complex travel to international cities.
- Work with development director and global research manager to secure sponsorships and partnerships, ensure that the event meets the requirements of various sponsorships and partnership agreements.
- Prepare welcome packets, badges, identity materials, maps, transit passes, etc.
- Manage the calendar and send reminders and notifications to participants on a regular basis throughout the year.
- Coordinate printing and mailing of publications for the event.

- Work with communications manager on promotional materials and outreach for the event throughout the year.
- Coordinate two VREF webinars and new workshops in advance of the leadership summit with VREF researchers, ITDP staff, and invited participants.

#### *Sustainable Transport Award - 25%*

*Coordinate event logistics of an annual award ceremony in Washington DC during the Transportation Research Board conference, the winning city will be the site of the June conference. Includes:*

- Work with STA committee to coordinate travel and logistics for international awardee delegations.
- Secure a venue for the award ceremony at TRB and contract vendors for A/V and drinks.
- Coordinate logistics for an invitation-only dinner following the ceremony, plan the menu and manage a VIP invite list, with RSVPs from the STA committee, speakers and awardees.
- Coordinate printing of event materials and delivery of print materials to the event and dinner.
- Create a run of show and presentation and direct the event.
- Work with communications manager on the script and talking points.
- Update the STA website as necessary.
- Coordinate an ITDP-branded reception during the same week.

#### *Remaining 25%*

- Plan and coordinate the annual ITDP Holiday Party.
- Coordinate internal and external webinars with ITDP staff and partners.
- Assist US program in coordinating study tours & site visits in New York.
- Develop and manage a conference calendar for the entire organization staff speaking engagements and presentations throughout the year.
- Manage additional one-off events in New York, such as workshops and speaking engagements for leadership, as necessary.
- Other duties as assigned.

#### **REQUIRED QUALIFICATIONS**

- 2-3 years' experience in planning and executing corporate, nonprofit, or promotional events preferred.
- Attention to detail and high level of organization.
- Professional written and verbal communication skills.
- Ability to work with high profile clients, VIPs in a professional and polished manner.
- Interest in sustainable transportation and international development issues a plus.
- Availability for international travel.

To apply please send a cover letter and resume to [jobs@itdp.org](mailto:jobs@itdp.org) with "Events Coordinator" in the subject line. No phone calls, please.