Position Title: Virtual Event Manager

Schedule: Part-Time (25-35 hours/week), Temporary, Contract Position

Salary: $75.00/hour

Reports To: Workforce Development Region 4 Leads: Marie Larson and Karyn Berg

Role Description:

The Virtual Event Manager plays a key role in the planning and execution of virtual hiring events, connecting Metro region career seekers to employment. This role includes management of event planning, logistics, calendars, job fair platform vendor communications, promotion, and event staff. This position reports to Workforce Development Region 4 Leads, who provide strategic direction and overall Employer Services planning to the Region.

Responsibilities:

Event Management:

- Coordinate all aspects of event set-up, scheduling and logistics
- Develop webinars/webcasts/videos for pre-event and in-event presentations
- Coordinate event staff
- Provide “train the trainer” sessions and updates for event staff
- Act as staff and Event Lead during the virtual events

Marketing Support:

- Develop, coordinate, and distribute marketing materials, including e-mails, flyers, postcards, social media posts, etc.
- Provide input into marketing strategies; execute promotional plans
- Maintain distribution lists
- Identify and maintain a list of marketing outlets, including social media, nonprofit organizations, etc.
- Research and recommend new marketing channels

Operations Support:

- Triage and respond to employer/exhibitor inquiries
- Set up and manage event registration, event orientation sessions and event preview sessions for employers and career seekers
- Organize and participate in event planning committee meetings
- Develop event planning schedule and checklist for all events; update planning team on progress
- Maintain and update User GuideBook
- Develop and maintain technical troubleshooting guides and FAQ sheets
- Collect data per outcomes measures/track participation
- Generate reports as scheduled and requested
- Organize and attend event planning committee meetings
- Distribute and collect participant and exhibitor post-event surveys
Key Skills:

- Skilled writer
- Strong facilitator with a demonstrated ability to lead people and get results through others by establishing joint ownership and accountability
- Technical skills in project management, consensus building, and group decision-making
- Proficient communicator and listener
- Effective collaborator with strong relationship-building skills
- Excellent customer service orientation, includes demonstration of responsiveness to customers needs and follow through on all aspects of requests, both written and verbal

Time Frame
Current project funding ends June 30, 2021. The anticipated start date is as soon as possible.

Process
Want to make a positive difference and help connect job seekers with employers? Here’s a great opportunity as a Virtual Event Manager. You’ll lead a ground-breaking initiative in the metro region. Please see the job description for details. And, if you’d like more information call

Individuals interested in this opportunity should:

1) Develop a letter of interest, (a maximum of 4 pages + 1 page for references) with information including:
   a. description of the experience/background specific to the responsibilities and skills sets listed above.
   b. time availability through June 30, 2021 including hours per week
   c. references
2) Submit information to Ling Becker (ling.becker@co.ramsey.mn.us) by November 24.