

## ACS EVENT COORDINATOR JOB DESCRIPTION

The American Constitution Society (ACS) believes that our laws and legal systems should be forces to improve and protect the lives of all people. ACS works for progressive legal reform by shaping debate on our most pressing legal and constitutional challenges; with our nationwide network of lawyers, law students, judges, scholars, activists, and policymakers dedicated to those ideas; and by countering the activist conservative legal movement that has sought to erode our enduring constitutional values and rights.

ACS is looking for a highly organized and skilled **EVENTS COORDINATOR** to help us produce a variety of online and in-person events, such as policy conferences, events with ACS Chapters, fundraisers, and the ACS national convention, held in June in Washington, D.C. This position is currently a teleworking position; however, this position will be required to attend ACS in-person events. Once ACS resumes a normal in-office staff presence, this position will be based in our Washington, DC office, with an option for a hybrid of remote and in-person work.

## RESPONSIBILITIES

- Collaborate with external and internal committee members during planning meetings and take detailed notes and report out on planning activities
- Event production, including managing invitations and registrations, event walk through, tech oversight etc.
- Develop and document best practices for event planning and execution.
- Managing databases of potential partners, sponsors, speakers and event mailing lists
- Provide technological support in all our web platforms such as Zoom, Teams and others.
- Coordinate logistical tasks for virtual events (i.e. invitations, agendas, briefing speakers, work with IT Director and others to facilitate webinar operations including scheduling, tech-tests with panelists, day of execution, trouble shooting and post-event reporting.)
- Coordinate logistical tasks for future in-person events in (i.e. venue, catering, speaker & logistics. Also includes partnering with vendors, briefing speakers, coordinating materials, and hosting clients. Successful Event Coordinator will also organize virtual event platforms, hotel accommodations, catering logistics, audio and visual needs, and room layouts — plus arrange and assist with setup and tear down.)
- Represent ACS publicly in a manner consistent with our mission and values

## QUALIFICATIONS

The ideal candidate will possess many of the following qualifications and personal attributes:

- Baseline knowledge of, or interest in, law and policy
- Strong event planning, outreach, and marketing skills, especially in the area of remote webinars and hybrid events.

- • Excellent organizational skills including the ability to simultaneously plan and manage multiple projects
- • Commitment to highest ethical standards and ability to understand venue contracts
- • Superb attention to detail and ability to reliably adhere to deadlines
- • Strong communication skills including written and verbal communication
- • Deep knowledge of virtual event platforms such as Zoom, Teams etc.
- • Accurate and reliable data entry skills and familiarity with Salesforce, Pardot, and DonorBox
- • Proficiency with standard office software, including Microsoft Office and Excel
- ACS requires COVID-19 vaccination of all employees that perform in-person job duties.

## **REQUIRED EDUCATION AND EXPERIENCE**

- Bachelors or advanced degree, such as JD or familiarity with legal and political issues as well as fundraising and non profit regulations.
- Project management and/or experience with event planning and coordination also valued.

## **BENEFITS**

- Salary range for the position is \$50,000 to \$60,000
- Generous health, vision, dental, life insurance.
- Paid holiday, vacation, and sick leave.

## **HOW TO APPLY**

Those wishing to apply should submit a résumé and cover letter (each as a PDF) to Morgan Washburn, HR Manager, at [jobs@acslaw.org](mailto:jobs@acslaw.org). Please include “Event Coordinator” in the subject line.

ACS values a diverse workforce and an inclusive culture. ACS encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, and veteran status.