

Position Title: Events Associate or Manager

Classification: Full-Time Union Position

Compensation: \$68,850 - \$76,680 (depending on experience), plus generous benefits

Location: Remote with occasional in-person travel

Supervision: Director of Operations & Finance

Organizational Background:

The National Immigration Project is a national membership organization of attorneys, advocates, and community members driven by the belief that all people should be treated with dignity, live freely, and flourish. For over 50 years, the organization has litigated, educated, advocated, and built bridges across movements so that those who are most harmed by the immigration and criminal systems are uplifted and supported.

Position Overview:

The National Immigration Project seeks a motivated and detail-oriented Events Manager to join our team. The Events Manager will report to the Director of Operations & Finance, and will work closely with the Operations Manager, the Legal Director, the Advocacy Director, the Legal Program Manager, and other team members to plan, project manage, and execute virtual and in-person events. The ideal candidate will have prior event planning experience and will be detail-oriented, strategic, technologically savvy, able to work both within a team and independently, highly organized, and committed to social justice.

Key Responsibilities:

- **Event Planning & Execution:**
 - In collaboration with the Operations Manager and program staff, plan and execute organizational events, including webinars, convenings, and community outreach activities.
 - In collaboration with the operations, development, or programs teams, support with in-person events such as fundraising events, staff gatherings, and in-person membership gatherings.
 - Establish overall trainings calendar for the year, in consultation with programmatic and operations staff.
 - Project manage the execution of trainings in coordination with operations, programs, and communications staff, including establishing execution timelines and work plans.
 - Provide technical and administrative support for virtual and in-person Continuing Legal Education (CLE) programs and other trainings, including applying for CLE accreditation, answering registration questions, collaborating with finance staff on group registration, distributing materials to participants, issuing certificates of participation, managing training recordings, and managing feedback processes.

- Coordinate the logistical aspects of virtual or in-person meetings and events, including venue booking, AV/tech coordination, participant registration, travel arrangements, speaker management, catering, and post-event follow-up.
- Work with the communications team and the Legal Director to promote events and ensure strong attendance.
- Track expenses to ensure cost-effective event planning.
- Engage with members and potential members through social media, email, and other communication channels about upcoming events.
- **Data and Reporting:**
 - Maintain accurate event records in the database, including through periodic review and cleanup and other data management tasks as needed.
 - Support in maintaining accurate records of event registrations in the database.
 - Generate reports on event outcomes for internal and external stakeholders.
 - Analyze data to inform strategies for event improvement.
- **Program Support:**
 - In collaboration with the Legal Program Manager and program associates or paralegals, provide administrative support to programmatic projects as needed and as capacity allows.

Qualifications:

- **Experience:** 3 - 6 years of experience in event planning, project management, database management, administrative support, or a related field.
- **Skills:** Excellent organizational, communication, and interpersonal skills. Proficiency in database management and other technology. Familiarity with Neon CRM a strong plus. Clear oral and written communication skills.
- **Knowledge:** Familiarity with immigration issues and a commitment to social justice is preferred.
- **Languages:** Proficiency in Spanish highly desirable.
- **Education:** Bachelor's degree in a relevant field.
- **Attributes:** Detail-oriented, systems-oriented, proactive, and able to manage multiple tasks simultaneously. Strong problem-solving skills and the ability to work both independently and as part of a team. Highly organized and self-driven.

Compensation & Location: Salary in the \$68,850 - \$76,680 range, commensurate with relevant years of experience which determines placement on the organization's salary scale. This position may be filled at the Events Associate or Events Manager level, depending on the selected candidate's experience. Excellent benefits, including medical, dental, retirement, and generous vacation and leave time. This is a full-time union position. All National Immigration Project union staff are represented by the National Organization of Legal Services Workers (NOLSW), UAW Local 2320, AFL-CIO. This position is fully remote, though occasional travel is required for in-person meetings and events.

How to Apply: Interested candidates should submit a cover letter, resume, and three references in a single PDF to jobs@nipnlg.org. Include "Events Manager Application" in the subject of email. Position open until filled, although applicants are encouraged to apply as early as possible. No phone calls please.

National Immigration Project is an Equal Opportunity Employer that actively recruits women, Black, Brown, Indigenous, and other People of Color, persons with disabilities, persons of diverse gender and sexual identities, immigrants, and formerly incarcerated persons.