



Engineers for a Sustainable World

DESIGN • EDUCATE • BUILD

Title: Events Coordinator

Reports to: Communications Director

Team: Communications and Technology

Time: Part-time (5-10 hours per week)

Salary: Volunteer, Required Travel Covered

ESW is nonprofit dedicated to a world of environmental, social, and economic prosperity created and sustained by local and global collective action. We do this through a network of chapters across the world tied together by a core headquarters team of volunteers who want to create a sustainable world outside of their work and academic lives.

The Events Coordinator works to ensure effective communication and collaboration between chapters hosting events and the ESW-HQ. Each year, ESW chapters host regional conferences as well as our large annual conference. The Events Coordinator will participate in the Events Committee, assisting in logistical planning, event outreach, selecting speakers, workshop leaders, and the theme for the regional and annual conferences. They will work with local event teams as well as ESW-HQ's Development Department to set fundraising goals, identify potential sponsors and partners, and provide general event planning assistance.

Beyond planning, the Events Coordinator is responsible for documenting planning processes, best practices, and actual events, as well as coordinating with the Communications & Technology department to market ESW events. They may also help to plan ESW retreats.

To apply, please send a cover letter and resumé/CV to apply@eswusa.org. Please contact us with any questions you may have as well.

Responsibilities include:

- Actively participating with the Events Committee
- Editing and updating conference and/or retreat-related documents
- Documenting events and best planning practices for future use
- Supporting conference chairs at regional and annual conferences
- Attending weekly Communications and Technology meetings

Desired skills and qualifications:

- Excellent communication and writing skills
- Previous event-planning experience
- Able to work well both independently and as part of a team
- General knowledge of the breadth of sustainability topics - expertise not required
- Passion for sustainability, and agreement with our Mission, Vision, and Values
- A current ESW member, or willingness to become a member