



Long Island City Partnership

DESCRIPTION

Long Island City Partnership is seeking an experienced full-time events coordinator to produce and manage community and panel events, including: networking events, a large-scale street festival, a full-day conference, and gala fundraiser. [Click here to view past LIC Partnership events](#). A core part of LIC Partnership's mission is to connect community members and drive economic development through a robust program of 15+ events annually. This is a unique opportunity to thrive in a small, fast-paced organization across a wide range of event types in a community-driven role within a rapidly growing neighborhood.

Organization Background

LIC Partnership (LICP) is the neighborhood development organization for Long Island City (LIC). Our mission is to advocate for economic development that benefits the area's industrial, commercial, tech, cultural, tourism, and residential sectors. The goal is to attract new businesses to LIC, retain those already here, welcome new residents and visitors, and promote a vibrant and authentic mixed-use community. More information can be found at licqns.com.

Specific responsibilities include:

- Production management of all event elements, including:
 - o Preparing and overseeing detailed event planning timelines and benchmarks
 - o Coordinating event logistics with multiple vendors, sponsors, participants, staff and volunteers
 - o Maintaining registration process, invitation lists, and RSVPs
 - o Managing day-of event logistics including: event set-up, event materials, check-in processes, production elements (A/V), catering, run of show, event break-down, and overall troubleshooting
 - o Preparing post-event reports and materials

Qualifications

- Bachelor's degree, plus experience coordinating special events, with a track record of varied events
- Knowledgeable in the roles BIDs or local development corporations play in assisting neighborhood businesses
- Experience and comfort working with VIPs, elected officials, and leading volunteers
- Entrepreneurial and creative, with a strong team spirit

Skills

- Exceptional organizational skills, including the ability to prioritize, multi-task, organize and relay information to others, with meticulous attention to detail
- Strong writing, communications, and interpersonal skills, and the ability to interact with a wide variety of people including elected officials, sponsors and other community stakeholders
- Solid management skills, including planning, goal-setting, budgeting and management of event participants, staff, vendors and volunteers

- Basic knowledge of Salesforce database, basic design skills, event software/tech and email marketing familiarity preferred
- Analytical skills a plus, especially in regards to reporting

Current benefits include: Paid vacation and sick days. Health insurance, with the option to add dental and vision insurance, as well as life insurance, and pre-tax flex spending.

HOW TO APPLY

The position reports directly to the Chief of Staff, and interested candidates may send their resume, cover letter, and relevant work samples to Ying Huang at yhuang@licpartnership.org with the subject line “Events Manager”.

Salary commensurate with experience.

The Long Island City Partnership is an equal opportunity employer.

MINIMUM EDUCATION REQUIRED:

4-year degree