Virtual Event Coordinator (Contractor position)

The Women’s Earth and Climate Action Network (WECAN) International is seeking a part-time Virtual Event Coordinator in a contracted position to carry out our upcoming, ‘Women’s Assembly for Climate Justice: Solutions from the Frontlines and the Protection and Defense of Human Rights and Nature,’ a free, public forum to take place virtually in September 2021 in parallel to the UN General Assembly. You can find a full description of the assembly here.

The Virtual Event Coordinator will work remotely, under the guidance of WECAN International’s Executive Director, and in collaboration with the Communications Coordinator, to develop, produce, and implement the Assembly, which includes tech production.

This is a part-time independent contract position starting in May and running through October 10, 2021. This is a remote position located in the United States, and the Virtual Event Coordinator is expected to have their own reliable computer and excellent internet access.

Responsibilities
- Execute the virtual event with the direction of WECAN’s Executive Director
- Coordinate tech production
- Manage production logistics and deliverables
- Assist WECAN Executive Director with outreach to event presenters
- Delegate tasks within the WECAN staff and volunteer team
- Manage event timelines and project progress
- Provide insight on production aspects of complex virtual and experiential events
- Maintain and foster positive relationships throughout the entire team
- Provide post-project summary report, including (but not limited to): scenic design vs pictures, agenda, key takeaways

Required Qualifications
- Demonstrated virtual event production experience for at least 3 years
- Demonstrated expertise with virtual event/webinar/content hosting platforms (e.g., ON24, Intrado, Vimeo, Zoom, YouTube, etc.) with a proven understanding of system integrations to support the complex technology landscape needed for large-scale digital events
- Experience working on large scale conference programs and global events
- Excellent organizational, documentation, and communication skills (written, verbal, visual)
● Extensive understanding of project management, creative development, team management
● Flexible, dependable, detail orientated, innovative, motivated and enthusiastic about delivering exceptional events
● Excellent analytical and planning skills
● Strong problem-solving skills, including the ability to think creatively to contribute ideas that will drive value in a dynamic environment
● Ability to quickly understand technical matters and communicate them succinctly
● A calm head and steady hand to deal with the unexpected
● Highly self-motivated and happy working independently with a remote team
● Enjoyment and ease with working collaboratively
● Ability to juggle many tasks at once, and comfort with management-level responsibility

Preferred Qualifications (not required, however the ideal candidate will have some or all of these skills):
● Professional level Spanish competency
● Previous work experience with a climate justice, women’s rights, Indigenous rights, or human rights focused organization
● Demonstrated personal commitment to climate justice and care for the Earth
● Developed background in the current climate justice/environmental justice landscape and significant knowledge and experience with many of the topics and campaigns central to WECAN’s work, including: environmental and climate justice, feminist economics, rights of nature, Indigenous rights, environmental racism, fossil fuel resistance, forest protection, just transition and divestment, false-solutions critiques, non-violent direct action, community organizing, political advocacy, and violence against land defenders

TO APPLY
Applications will be accepted on a rolling basis through May 17, 2021. Candidates are encouraged to apply as soon as possible.

Please apply by sending your resume and a cover letter explaining your background, interest, and details and links of your past event experience, to Katherine Quaid <katherine@wecaninternational.org> by May 17, 2021.

The Women’s Earth and Climate Action Network (WECAN) International strongly encourages self-identified people of color, people with disabilities, Indigenous, queer and transgender people to apply.