

USGBC-LA Events Manager

Support the U.S. Green Building Council of Los Angeles' (USGBC-LA's) events in leading the local Green Building Movement. As our Events Manager, you will lead our event coordination and management, digital event platform management, event analytics creation, team events schedule, and more. This position is slated to begin in February of 2023 and will be an integral part of our USGBC-LA team.

IDEAL CANDIDATE:

The ideal candidate is passionate about sustainability as a tool to drive cultural change. They are a self-starter and independent worker with attention to detail who is eager to connect with people, promote green building practices and engage with our community, while being flexible, creative, and comfortable with the management of virtual and in-person events and various event platforms. Has experience leading the planning and execution of large conference style and gala type fundraising events.

TASKS:

- Plan, produce, and execute USGBC-LA's signature events such as the Green Gala, My Green Building Conference & Expo (MyGBCE), Mini-Golf, Thought Leadership Series, and more.
- Support the planning, listing, execution, and coordination of other USGBC-LA events, training, workshops, and member meetings. On-site and remote support for training and events to include assisting with video recording sessions, webinars and live streaming.
- Maintain fiscal responsibility and awareness in managing event compliance, review contract details with senior staff while upholding contract obligations, and serve as manager on duty during the move-in, event duration, and move-out for event details.
- Manage the assignment of staff and their roles for event support and organize and arrange for volunteers as needed
- Maintain clear communication with event vendors, participants, and support team.
- Conduct conference calls, site-visits, and production meetings as necessary. Schedule staff, services, and equipment for the event in a timely manner. Prepare and distribute planning spreadsheets to the appropriate departments and personnel. Communicate any issues or concerns to senior management. Schedule and conduct event post-mortem meetings with appropriate teams.
- Manage interns and/or volunteers to help achieve project goals.
- Manage Board of Directors committees for each event, including assignments, tracking, agendas and meetings.

SKILLS NEEDED:

Required qualifications:

- Minimum 3 years experience in event production or coordination with the ability to manage associated event tasks such as organization and communication
- Experience with G Suite applications or similar programs such as Microsoft Office, and the ability to effectively maintain organizational spreadsheets
- Effective interpersonal communication skills, both written and verbal



- Ability to communicate professionally with all levels of management
- Experience with setting up and leading Zoom meetings and events or other webinar platforms
- Experience with setting up, maintaining, and managing digital event platforms
- The ability to create analytics reports in association with event patterns

Preferred qualifications:

- Applications such as JotForm, TypeForm, Mailchimp, and Eventbrite
- Familiarity with Slack and other internal communication tools like Monday, Trello, etc.

TIME COMMITMENT & COMPENSATION:

This a full-time position, including healthcare coverage, 401k, unlimited vacation, and compensation will be commensurate with experience.

For consideration, please submit your resume to jobs@usgbc-la.org.

ABOUT USGBC-LA:

We're a member-based, non-profit organization representing green building and sustainability professionals in and around the Greater Los Angeles Region. We are passionate, practical, and informed advocates who work together to transform Southern California into a more sustainable region for all.

USGBC-LA is the best place for anyone to learn the “why”, “who” and “how” of living sustainably, because business as usual is no longer an option. Our team believes in a sustainable built environment, gaining education, being exposed to innovation, and taking impactful action.