



Events Specialist Contractor Description

JOB TITLE: Events Specialist
GRADE/STATUS: Part-time contractor
LOCATION: 100% remote, flexible hours
EFFECTIVE DATE: Open until filled

The Southeast Coastal Ocean Observing Regional Association (SECOORA) is looking for a flexible, people-oriented, self-starter to provide event planning and support services to an ocean and environmental non-profit organization. Job duties will include annual meetings as well as regional events that support key grants and affiliates. The SECOORA team works remotely with team members working in NC, SC, GA, and FL. The Events Specialist will work remotely and can be based anywhere in the US (with a preference for an East coast time zone). The Events Specialist will need to be available via phone during normal working hours and must participate on weekly staff calls.

SECOORA, a nonprofit, works with stakeholders within the four southeastern states – North Carolina, South Carolina, Georgia, and Florida – to monitor our coasts and ocean. SECOORA provides coastal and oceanographic data and products to communities, state and Federal agencies, and industries within the region. SECOORA is one of 11 Regional Associations working in partnership with the [Integrated Ocean Observing System \(IOOS\) Program Office](#), other federal agencies, and interested stakeholders in the public and private sectors to build and operate our Nation's coastal and ocean observing capabilities.

SECOORA is committed to building inclusive research, extension, communication, education, and outreach programs that serve people with unique backgrounds, circumstances, needs, perspectives, and ways of thinking. SECOORA encourages applicants from all backgrounds to apply for this job opportunity.

Services requested:

1. Event planning and support:
 - a. Plan events including pre-event meeting preparations such as managing steering committees, creating save the date notices, agenda development, etc.
 - b. Manage contract and price negotiations with vendors, which can include hotels, A/V companies, and food and beverage providers.
 - c. Establish registration forms and manage registrations (including email reminders)
 - d. Maintain event documents such as budgets, programs, invitations, notes, registrations, etc.
 - e. Finalize meeting materials such as agendas, name tags, etc., and organize necessary supplies such as flip charts, markers, etc.
 - f. Participate in meetings/events, both virtual and in-person as needed. Domestic travel expected (up to four weeks per year).
 - g. Assist Communications Specialist in updating the SECOORA website with meeting/event information
 - h. Manage logistics for internal events including parties, celebrations and staff retreats

Desired Skills and Work Ethic

- Organized, proactive and positive approach to work
- Integrity and the professional presence to represent SECOORA
- Professional, courteous, and ethical interpersonal interaction
- Experience with planning and coordinating events preferred
- Timely and effective communication with SECOORA team and our partners
- Works well in independent and in a group settings
- Familiar with G-suite, Microsoft Office suite, Quickbooks

Education and/or Experience:

High school diploma or college degree preferred; or three to five years related experience in event planning or support.

To Apply:

Please submit a resume and 2 professional references by email to mlee@secoora.org.

Application Deadline:

Application deadline is January 10, 2025.