



Special Events Coordinator – Full Time Position

Washington, D.C. Office

Position Summary

The USHCC is searching for a full-time Special Events Coordinator to perform administrative duties and support, pre-post event planning and coordination, production, and execution of events, facilitating event activities, and assist with the physical set-up and breakdown of events.

The ideal candidate must have excellent administrative, organizational, written, and oral communication skills, and customer service skills. The Special Events Coordinator will assist the Director of Special Events in planning, developing, implementing, and evaluating the USHCC's high-impact events, including annual signature events. The candidate must be able to develop, schedule, make logistical arrangements, promote, implement, and execute various aspects of the USHCC's signature events.

Responsibilities include identifying and tracking budget expenses and payment processes, event trends, and maintaining department records including those of service providers, exhibitors, exhibitor applications, and other relevant event data to create impactful experiences for all attendees.

Responsibilities

- Provide administrative and logistical support as required by the Director of Special Events and assist in the daily operations of the Washington D.C. Office.
- Assist with all facets of the event planning process including planning and implementation timelines and serving as onsite coordinator, including RSVP tracking, assisting with dinner seating, coordinating private events, and printing dinner place cards.
- Manage printed materials for signature events and program events, including creating deadlines, submitting requests, and project managing their delivery.
- Coordinate online and onsite deliverables, including but not limited to, registration procedures, event page updates, tracking RSVPs, vendor coordination, stakeholder collaboration, and processing event payments.
- Engage a wide range of stakeholders, vendors, exhibitors and build relationships internally and externally.

- Work in partnership with the Communications Department to draft compelling copy for invitation materials, website assets, email communications, and print materials.
- Ensure all event expenses are recorded and paid in a timely manner and remain within budget guidelines.
- Support new ideas and creative development of events under supervision of the Director or Special Events.
- Other duties as assigned.

Qualifications

- Degree in Event Management, Project Management, Hospitality Management or related field is recommended. Applicable professional experience is acceptable.
- 3-4 years of relevant experience in event planning and management.
- Must have strong working knowledge of project management and customer service skills.
- Exceptional communication abilities and feel confident under significant pressure
- Ability to work strategically and collaboratively across the organization.
- Proficiency with Microsoft suite applications Word, Excel and Power Point, in addition to Adobe, Canva, Constant Contact, Word Press and be adaptable to learn new programs.
- Self-starter, with a track record for translating strategic thinking into action plans and output.
- Excellent judgment and creative problem-solving skills.
- Exceptional time management skills; ability to juggle and manage several deadlines and turn around quick deliverables are expected in a hybrid work environment.
- Energetic, flexible, collaborative, results oriented and proactive; a team player who can positively and productively impact both strategic and tactical finance, and administration initiatives.
- Exceptional written, oral, interpersonal and presentation skills.
- Fluency in the Spanish language and knowledge of Hispanic business culture is highly desirable.
- Experience in the non-profit sector, including Chambers of Commerce, is preferred but not required.
- Passion for USHCC's mission.

Benefits

- Generous medical, dental, and vision insurance package.
- Paid federal holidays.
- Paid time off (PTO).
- 401K.
- Cell phone and wellness allowances.

USHCC is committed to providing equal employment opportunities (EEO) to all employees and qualified applicants without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, political affiliation, genetics, disability, age, veteran status, or any other basis protected by law.

For consideration, please submit your cover letter, resume and two (2) writing samples to careers@ushcc.com.

About USHCC

The United States Hispanic Chamber of Commerce (USHCC) has been a national leader creating prosperity for the Hispanic business community since its creation in 1979. Through the power of our network of more than 250 Hispanic Chambers of Commerce and Hispanic owned small business enterprises throughout all 50 states, the District of Columbia, and Puerto Rico, the USHCC is the leading organization to empower and invest in America's Hispanic business community.

The USHCC actively promotes the economic growth, development and interests of more than 5 million Hispanic-owned businesses that, combined, contribute over \$700 billion to the American economy every year.

It also partners with 260 major American corporations on strategic initiatives with shared objectives. The USHCC's mission is to foster Hispanic economic development and to create sustainable prosperity for the benefit of American society. For more information, please visit www.ushcc.com.