



Job Description: Event Coordinator

Job Title: Event Coordinator - Grant Support Staff

Start Date of Position: April 1, 2024

Location: Remote with occasional daily and overnight travel required to on-site events across Michigan

Position Summary:

MAISA is seeking an Event Coordinator to support our Professional Learning Grants. The Event Coordinator will work under the guidance of the Grant Directors and Operations Office to plan professional learning events and conferences for the MAISA Early Literacy and Early Math Professional Learning grants. The position's term is one year, with the potential for renewal dependent on grant funding and performance review.

Qualifications:

- Certification in Event Planning, Marketing, or a related field preferred
- Demonstrated experience planning professional learning events
- Excellent vendor management skills
- Understanding of the role of ISDs and their relationship with local school districts

Essential Functions and Responsibilities:

- Work with grant staff to gain a deep understanding of requirements and details of each event
- Work with team to plan, schedule, and organize time slots and speakers at events
- Establishing and maintaining relationships with vendors and venues
- Review contracts and negotiate with vendors to achieve the most favorable terms
- Booking venues and hotel blocks
- Manage all event set-up, tear-down, and follow-up processes
- Evaluate event's success and submit reports

Professional competencies desired:

- Excellent verbal and written communication skills
- Outstanding negotiation ability
- Extremely proficient with Microsoft Office Suite, Google, and desktop publishing software
- Excellent organizational skills and attention to detail

Wages and Benefits:

- \$75,000 plus 401K, medical coverage, and paid time off

Conditions:

- This is an at-will position and can be terminated by either party with 10 days written notice.

How to Apply:

Interested individuals should send a letter of interest and resume by March 5, 2024, to:

John Severson, Ph.D.,

Ex. Director, MAISA

1001 Centennial Way, Suite 300

Lansing, MI 48917

Submissions can be sent electronically to: support@gomaisa.org