



National Association of City Transportation Officials (NACTO)

Job Title: Event Coordinator, Climate Challenge
Start Date: May/June 2019
Salary: Commensurate with experience
Location: New York City, NY

The National Association of City Transportation Officials (NACTO) is seeking an experienced workshop designer and producer with keen attention to logistical details to join our team as a full-time **Event Coordinator**. This role will support program staff in developing in-person and virtual events, workshops, and trainings for cities in the American Cities Climate Challenge. The ideal candidate has some experience producing thoughtful, productive, fun events, as well as the ability to manage multiple projects concurrently. The position will be based in New York City with some travel to NACTO events as needed.

Who we are

NACTO is a nonprofit association of 79 major North American cities and transit agencies formed to exchange transportation ideas, insights, and practices and cooperatively approach national transportation issues. Our members include cities such as Denver, Los Angeles, Cambridge, and San Antonio, and transit agencies such as Portland Tri-Met and Chicago Transit Authority. Our mission is to build cities as places for people, with safe, sustainable, accessible, and equitable transportation choices that support a strong economy and vibrant quality of life. Our staff team is nimble, passionate, results-oriented, and committed to challenging the status quo in transportation and raising the bar for city streets.

What you'll do

Your job will be to assist with the design and production of thoughtful, fun, and engaging workshops and events for city staff as part of a larger effort to help cities achieve ambitious climate goals through low-carbon transportation initiatives. You will do this under the direction of other NACTO staff as part of the American Cities Climate Challenge, a two-year initiative. These events include the following: at least 6 multi-day "Roadshow" gatherings with key local stakeholders and city staff across North America, each of which may include internal city workshops, public forums, and "pop-up" street design pilots; up to 8 one-day design trainings; up to 25 Digital Design Charrettes (virtual street design critiques); and webinars. You will work with a strong, progressive group of city transportation officials and a NACTO team that aims to turn big ideas into real projects on the ground, resulting in more just and sustainable communities throughout our network. More specifically, you will do things like:

- **Manage event coordination for all in-person Climate Challenge events**
 - Spearhead all logistical elements of in-person events to ensure a high-quality and logistically-seamless event experience for participants. Example aspects to

coordinate include: research and book venues, catering, and hotel blocks; procure materials; reserve bikes for a tour; set-up audio-visual equipment; assist attendees with booking travel where necessary, including managing travel scholarships.

- Provide day-of logistical and coordination support for events.
- **Provide programmatic event support to other NACTO staff for events**
 - Assist with the development of interactive and impactful workshops and trainings as part of the Climate Challenge.
 - Research workshop and meeting facilitation tools; support NACTO's Program Manager of Design Education and coordinate with NACTO's meeting design consultant.
- **Coordinate virtual training events using online platforms**
 - Own the schedule for NACTO's Digital Design Charrette series under the Climate Challenge. With content guidance from other NACTO staff, schedule and coordinate up to 25 Digital Design Charrettes in 2019 and 2020.
 - Schedule and coordinate webinars on topics relevant to the Climate Challenge, working with other NACTO staff on programmatic aspects including speaker outreach and topic/messaging
 - Provide day-of logistics and technical support for virtual events

Who you are

We're looking for a skilled event coordinator with keen attention to detail and a strong sense for how to effect change through excellent event design. To be successful in this job, you will excel in 5 areas:

- **Experience planning and managing event logistics:** This role will be responsible for coordinating logistics for both virtual events and in-person events. Example logistics include catering, hotel room blocks, travel booking, venue reservations, audio-visual equipment, processing payments and reimbursements, bike rentals, etc. Virtual event logistics include running webinar or meeting software.
- **Experience in creative and memorable event design:** In addition to making events run seamlessly, we are looking to create programming that is purposeful, thought-provoking, engaging, fun, and uses people's time well.
- **Attention to detail and time management:** This role will be concurrently managing a number of in-person and virtual events; candidates will need keen attention to detail and skillful time management to ensure no dropped balls.
- **Interpersonal skills:** This role intersects with a wide range of other people, including NACTO staff, NACTO member cities, partner organizations, vendors, and more. Ideal candidates will have strong interpersonal skills and emotional intelligence.
- **Comfort engaging on race and equity:** NACTO staff work in a wide variety of cities and contexts across North America, and a strong understanding of and ability to engage on



the issues and power dynamics around race, equity, and transportation policy are essential to this work.

How to Apply

Send a cover letter and resume, along with a flyer/announcement for a recent event you produced or supported, as one PDF file to hr@nacto.org with subject "Event Coordinator, Climate Challenge" **by April 21, 2019**. In the body of your email, please also indicate where you found this job posting. We will consider applications on a rolling basis, and may not wait until the deadline to interview and extend offers, so we encourage you to apply as soon as possible. No calls please.

NACTO is committed to workplace diversity and inclusion. We are equal opportunity employers and do not discriminate in hiring or employment on the basis of race, color, religion, national origin, gender identity, marital status, sexual orientation, age, disability, veteran status, or any other characteristic protected by federal, state, or local law.

Salary is based on a nonprofit scale and commensurate with experience. We offer excellent benefits, including comprehensive health coverage and a 403b contribution, and a passionate working environment.