



# Events & Logistics Coordinator

## Organization Overview

The American Association of People with Disabilities (AAPD) is a convener, connector, and catalyst for change, increasing the political and economic power of people with disabilities. As a national disability rights organization, AAPD advocates for full civil rights for the 60 million Americans with disabilities by promoting equal opportunity, economic power, independent living, and political participation. Learn more at [www.aapd.com](http://www.aapd.com).

AAPD is an equal opportunity employer. We are committed to fostering an inclusive work environment. Our office collaborates across initiatives to actively uplift and center the diversity of the disability community in our work. We are looking to hire a detail-oriented staff member who will support all AAPD programs' events and logistics. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, or status as a qualified individual with a disability. **Applicants with disabilities are especially encouraged to apply.**

## Job Summary

- **Position Title:** Events and Logistics Coordinator
- **Position Level:** Coordinator
- **Job Type:** Full-time
- **Reports To:** Programs Director
- **Format:** Hybrid\* (i.e., some in-person work will be required)
- **Location:** Washington, DC
- **Expected Start Date:** December 2022
- **Salary:** \$55,000 - \$60,000

\* The AAPD office will not reopen in-person until Spring 2023. Upon reopening, we will maintain a hybrid work environment.

The Events and Logistics Coordinator will provide coordination and administrative support of the day-to-day programmatic and logistical operations for all of AAPD's programs meetings and events. While the AAPD office will continue to be fully remote until Spring 2023, the Coordinator will be responsible for logistics for in-person, hybrid, and virtual events. The Coordinator will demonstrate a strong understanding of different components required to ensure the meetings and events operate smoothly. This person will be detail oriented and can manage multiple competing priorities. Lastly, due to the highly collaborative nature of this position, the Coordinator will be a team-player with strong communication skills.

## Roles and Responsibilities

Event Preparation in coordination with the Programs Team and/or Operations Manager:

- Gathering relevant information from speakers (e.g. bios, headshots, invoices, etc)
- Developing and managing registration forms for events to collect relevant information to better support the events and future efforts such as recruitment, engagement, and accessibility
- Hosting practice webinars or run-of-shows with speakers
- Gathering materials to promote the event such as Zoom links, reminder emails, and meeting materials to be shared in advance
- Developing a run-of-show while considering accessibility, engagement, and supports required

- Managing the purchases, shipment, and delivery of programs-related materials (e.g. swag and supplies)
- Securing necessary vendors for meetings, including but not limited to meeting spaces, ASL interpreters, CART, and audio/visual tools
- Coordinating relevant travels for interns, guest speakers, and special guests
- Determining what kind of engagement, equipment, materials, and vendors are required for a successful event
- If necessary, send speakers and participants audio visual tools and other event materials.

#### Event Management

- For hybrid and virtual meetings, managing the flow of event such as participation and technology
- For hybrid and in-person meetings, overseeing the room set up (e.g. printed materials, rearranging rooms, etc)
- Ensuring there is adequate support for the event (e.g. staffing, breaks, etc)
- Serving as the primary point of contact for vendors during events
- Packaging final event materials for dissemination (e.g. recording, photos, or supplemental materials)
- Developing and maintaining an internal and external calendar of events relevant to AAPD Programs
- Staying current with event management and engagement best practices for remote, hybrid, and in-person events

#### Vendors and Platforms

- Managing the accommodations process for AAPD
- Developing and maintaining a database of vendors and platforms
- Assist the Operations Manager with verifying quality and accessibility of vendors and/or platforms

Some of AAPD's program meeting and events include the following:

- COVID-19 and Higher Education (e.g. listening sessions, convenings)
- Summer Internship Program and the Disability Advocacy Certificate Program classes
- Alumni Network (e.g. socials and professional development opportunities)
- Career Fairs
- REV UP Campaign (e.g., coalition calls, Disability Voter Registration Week, Disability Vote Summit)
- Technology Forum meetings
- Start Access meetings

## Qualifications

Applicants should possess the following:

- Exceptional organizational/planning skills and attention to detail
- Exceptional communication skills
- Experience in handling sensitive data and other confidential information, and demonstrated discretion and strong judgment in such situations
- Experiencing managing events in a variety of formats and size (e.g., virtual, hybrid, in-person webinars, small groups, classrooms, etc)
- Background knowledge of accessibility and group engagement
- Computer experience proficiency related to Microsoft Office (e.g. Word, PowerPoint), virtual platforms (e.g. Zoom, Monday.com, Google Shared Drive), e-mail, and researching information
- Two years of relevant experience (paid and unpaid) to event planning or logistics work

## Benefits

AAPD offers an exceptional benefits package that includes paid time off; health, dental, and vision insurance; short-term and long-term disability insurance, all federal holidays off, end-of-the-year holiday paid leave between Christmas Day and New Years Day, flexible religious holidays, 403(b) retirement plan

with employer contribution; professional development, and generous bereavement policy and transit benefits.

## Application Process

Please submit your application materials on the following [job application link](#), including:

- Resume
- Cover letter (including salary requirements and if applicable, when you'd relocate to the District of Columbia, Maryland, or Virginia area)
- Two professional references

If you have any inquiries, please email [jobs@aapd.com](mailto:jobs@aapd.com) with the subject line "Events and Logistics Coordinator Inquiry."

**AAPD will accept applications on a rolling basis until November 14, 2022 at 11:59pm ET.**

# Plain Word Text: Application

Thank you for your interest in applying for the AAPD Program Coordinator position. Please fill out the information below. If you have any questions, please email [jobs@aapd.com](mailto:jobs@aapd.com) with the subject line "Events & Logistics Coordinator Inquiry."

\* indicates required information.

- First Name\*
- Last Name\*
- Pronouns
- Email address\*
- Phone number\*
- Cover letter\*
- Resume\*
- Reference 1\*
  - Full name
  - Email address
  - Phone Number
  - Relationship
- Reference 2\*
  - Full Name
  - Email Address
  - Phone Number
  - Relationship