



**Job Title:** Events Manager  
**Department:** Programs and Partnerships  
**Location:** Remote  
**Type of Position:** Exempt  
**Reports to:** Senior Director, Programs and Partnerships  
**Latest Revision:** March 14, 2023

### **About CSforALL:**

CSforALL's mission is to make high-quality computer science an integral part of the educational experience of all K-12 students and teachers and to support student pathways to college and career success.

CSforALL serves as the national hub for the K-12 computer science education movement. We convene and sustain networks to support the national landscape of school districts, nonprofits, for-profits, and government agencies that share the goal of rigorous, inclusive and sustainable CS education in the U.S.

### **Job Summary:**

CSforALL is seeking an experienced Event Manager who will be responsible for providing in depth support and management in the planning and execution of all CSforALL external facing in-person events. The primary event responsibility will be the annual CSforALL Summit which is held mid-October in varying cities across the United States. This role will report directly to the Senior Director, Programs and Partnerships and provide support to the Senior Director, Development for other engagement events that arise. The Event Manager should have prior experience in supporting or managing large scale events with audiences ranging from 100- 800 people.

### **Duties/Responsibilities:**

- Communicate and coordinate with the Summit Lead on event location, contracts and local community assets including, photographers, local printers, sourcing additional event spaces, and other location-based logistics
- Serve as the point of contact with the event space logistics team to ensure that all conference needs are met and managed accordingly
- Oversee all logistical aspects of the Expo Hall, assigning booth locations and managing the overall process with timely communication to vendors
- Manage the Summit email inbox, serving as main contact for attendees and ensuring that the questions are answered in a timely manner or referred to the appropriate contact

- Owns the exhibitor and sponsorship fulfillment process, developing a thorough and creative sponsorship packages and outstanding customer service
- Manages the full speaker registration and engagement process for all sessions, including and not limited to speaker training, , ensuring speakers receive hotel, transportation, arrival/departure dates and registration information, etc.
- Brainstorm creative ideas in collaboration with development and communications for additional engagement within the Expo Hall and other open Summit spaces
- Partner with development team in managing logistics around donor events and program events that support development needs

**Required Skills/Abilities:**

- Ability to develop agendas, facilitate and host event team meetings, and distribute notes with assignments as needed with the CSforALL Summit team
- Strong coordination skills including detailed and organized logistics management
- Proficiency in directing and evaluating food and beverage services
- Ability to identify issues, arrive at common agreements and adopt a structured approach for negotiating with internal and external partners

**Education and Experience:**

- Bachelor's degree or 3-5 years of equivalent experience ILO of degree
- 3-5 years of events management experience, partnership engagement and customer service

**Physical Requirements:**

- Ability to travel up to 45%
- Ability to work flexible off-duty hours on occasion

**Salary Range:**

\$80,000-90,000/year

Send resume w/ any additional documents to: [recruiting@csforall.org](mailto:recruiting@csforall.org)

At CSforALL, we value a diverse and inclusive workforce. We provide equal employment opportunity for all applicants and employees for employment and prohibit discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.