

**WE ARE NEW YORK'S LAW SCHOOL****Events Coordinator**

New York Law School is seeking an Events Coordinator for the Office of Events and Programming. The Events Coordinator is responsible for the tracking of incoming event requests for internal and external events and managing the event management system. The Coordinator will also manage small internal events, including reserving in Resource Scheduler and creating diagrams. The Coordinator will assist the Events Manager, Senior Events Managers, Associate Director, and the Executive Director with large scale events as needed.

**Responsibilities**

- Manage incoming requests for both internal and external events. As part of this, create and manage tracking sheet of all internal event requests submitted through the event management system (EMS).
- Manage and update team staffing calendar.
- Manage the school-wide event scheduling program, Resource Scheduler (RS).
- Prepare and distribute the weekly upcoming events report. This report includes events on the calendar for the next two weeks and is distributed to the events team. It is used to update the senior staff.
- Manage materials for weekly inter-departmental events meeting, including diagrams and maintenance/security requests.
- Review and manage the Faculty Engagement calendar, visible on the NYLS portal, with the Vice President of Institutional Partnerships and the Event Manager.

**Communications and Training**

- Conduct one-on-one training sessions for RS with new employees.
- Provide in-house training in diagramming software to incoming team members, and other department organizers.
- Manage administration of any digital/web platforms used for event registration.

**Event Support and Reception**

- Be the frontline contact for incoming phone calls/walk-ins.
- Manage assigned internal clients.
- Support events team in troubleshooting during events.
- Perform daily checks of room setup for day's events.
- Once a week, send out feedback survey to clients who hosted events in week prior.
- Review surveys and provide monthly report on survey results to Executive Director of Event Management and Programming, Vice President of Institutional Partnerships, and CFO. Flag any critical issues earlier in month as needed.

**Other**

- Perform miscellaneous tasks/projects as assigned needed to support group mission.
- All other duties as assigned.

## Skills, Experience and other Requirements

- Associate degree (bachelor's degree preferred), with two years of experience working in marketing and event/conference management.
- Excellent time management and organizational skills.
- Ability to work independently and as a cross-functional team player.
- Ability to work in a high volume/high energy environment.
- Excellent interpersonal and customer service skills with a positive, solution-oriented attitude.
- Excellent verbal and written communications skills.
- Possess a strong attention to detail.
- Ability to execute tasks in a thorough, accurate, and timely fashion while managing multiple priorities.
- Sensitivity to the needs of diverse and multicultural constituencies and interest and aptitude in working within a diverse community.
- Advanced knowledge of Microsoft Excel application to produce reports and charts; proficiency in Microsoft Word and PowerPoint, and proven ability to master proprietary computer-based applications and systems.
- Available to regularly work flexible hours including weekends/evenings.

## Compensation

This position offers a salary range of \$55,000.00 to \$60,000.00. Compensation includes a competitive benefits package.

## How to Apply

Send a résumé, cover letter, and completed employment application to Kitty Montanez, Associate Director of Human Resources, at [jobs@nyls.edu](mailto:jobs@nyls.edu). The employment application may be obtained at [www.nyls.edu/about/working-at-nyls](http://www.nyls.edu/about/working-at-nyls).

### About New York Law School

Founded in 1891, New York Law School (NYLS) is an independent law school located in Tribeca, the heart of New York City's legal, government, financial, and emerging tech centers. Known as "New York's law school," NYLS embraces the city as its classroom by complementing a rigorous legal education with an innovative and diverse set of "uniquely New York" experiential learning opportunities. Since opening its doors, NYLS has produced graduates who have gone on to hold high elected and appointed office in the city, lead large and small firms, and gain broad recognition as captains of business and industry. Its renowned faculty of prolific scholars has built the School's strength in key areas of the law, including business and financial services, intellectual property and privacy, and government and public interest law. NYLS has more than 18,000 graduates and currently enrolls around 1,100 students in its full-time and part-time J.D. programs. The School also offers an advanced-degree program in Tax Law.

### New York Law School is an Equal Opportunity Employer

All qualified candidates will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national or ethnic origin, age, disability, or veteran status, or any other characteristic protected by law.