Special Events Coordinator - Women’s Leadership Initiative (WLI)
Lerner College of Business & Economics
Part-time position – 10 hours per week

Context of the Job
The Women’s Leadership Initiative (WLI) at the Lerner College of Business and Economics at the University of Delaware educates, connects, and advocates for our students, faculty, alumni, and professional community to advance women’s leadership. Reporting to the Program Co-Directors, the Special Events Coordinator provides logistical and communications support for programs and events. This is a part time and temporary position, 10-12 hours per week, expiring in November 2020. Continuation of the position is dependent upon available funding.

Major Responsibilities
- In collaboration with WLI team, build strategic vision around events.
- Handle primary implementation of one or more major events, including acquisition of speakers.
- Utilize her/his own professional network, and take initiative to build a network with other professionals and organizations to further the vision of WLI.
- Work with Program Administrator and Lerner events team to organize all logistics of events/programs, with primary responsibility for program content.
- Responsible for leading meetings, overseeing follow-ups and ensuring accountability by all constituents.
- Effectively communicate WLI mission and goals to prospective event participants and sponsors.

Qualifications
- Bachelor's degree, with program management experience, or equivalent combination of education and experience.
- Effective leadership ability, verbal and written communication, and time management skills
- Ability to:
  - take initiative and make independent decisions and judgments
  - network with executive contacts and build relationships
  - interact and communicate effectively with a wide range of constituencies
  - make complex administrative/procedural decisions and judgments
- Advanced techniques in Microsoft Word, Excel, and PowerPoint, and significant internet capabilities
- Project management skills—define project parameters and scope, design a work plan, execute logistics with attention to detail and under deadline pressure, all while maintaining a budget and staying on schedule

This is a part-time miscellaneous wage position with no University of Delaware benefits. The position averages 10 hours per week; schedule to be determined. Position is active Jan-Nov 2020, but may be extended. To apply, submit cover letter, your current résumé/CV, and contact for three references to Liz Calio, Lcalio@udel.edu.

Application deadline: January 17, 2020. Review of applications will begin immediately and continue until the position is filled.

Employment offers will be conditional upon successful completion of a criminal background check. A conviction will not necessarily exclude you from employment. The University of Delaware is an Equal Opportunity Employer which encourages applications from Minority Group Members and Women. The University’s Notice of Non-Discrimination can be found at http://www.udel.edu/aboutus/legalnotices.html