



How Women Lead Event and Community Coordinator

Organization Overview: How Women Lead is a national organization of top executive women focused on activating their individual and collective power to influence the change they want to see in the world through leadership, investment and philanthropy. The goal for How Women Lead is to achieve equity for women -- and particularly women of color -- by driving representation and opportunities across all aspects of life and career. We advocate for top executive women by affecting change at all levels through a proven, four-step strategy: by affecting systems reform, mobilizing a movement, offering training, and giving access to opportunities.

Our sister arm, How Women Invest invites women, and particularly women of color, to play big and powerfully in venture, by working to reform legislation, train executive women and distribute investment opportunities to more high-potential, women-led companies.

Job Title: Event and Community Coordinator

Details: Full-time, flexible hours, remote work with some in-person events

Compensation: \$55,000 - \$65,000 plus benefits

Reports to: Chief Learning Officer

Reporting to the Chief Learning Officer, this position will provide logistical and technical assistance with virtual and in-person events. The types of activities include:

- General project management and coordination such as managing calendar and scheduling, promotional activities for specific learning programs, and external communication with attendees, speakers and event supporters.
- Logistical and programmatic in-meeting tech support, and network communication, assistance with survey development and data management for event and program feedback.
- Assist in data management and analysis, working with Salesforce database, to strategize for program and engagement growth.
- Assist with Learning Management System development and management.
- In partnership with marketing staff, assist in creating marketing content, outreach plans, and materials for participant engagement.

Qualifications

Education and Experience:



- Minimum two years relevant work experience in a professional setting
- Knowledge and commitment to women’s issues, women’s leadership, or philanthropy preferred
- Bachelor’s degree
- Proficiency in Microsoft Office Suite and Google Applications

Skills and Abilities:

- Ability to flourish in a fast-paced environment, enthusiasm for taking initiative and problem solving, and excellent judgment and decision-making skills
- Comfortable working in a “lean start-up” environment
- Stand out interpersonal skills and high level of professionalism. Strong commitment to customer service and ability to connect with diverse and varying levels of leadership including global thought leaders, team members and others. including a professional demeanor with senior leaders, and a great memory and ability to make connections with thought leaders and participants
- Excellent organizational skills, attention to detail, accuracy, time management, and ability to prioritize tasks and manage-up
- Experience with event planning, coordination and promotion.
- Tech savvy and proficient in online cloud softwares (i.e. Canva, Wix, Salesforce, Airtable, etc.)
- Access to a personal computer, printer, and phone
- Availability during regular business hours on Pacific Standard Time
- Availability to work remotely

Additional Expectations:

- Is passionate about gender-equity and feel that your values align with How Women Lead
- Can work on tight deadlines and execute tasks
- Open to work on a variety of tasks and enjoy working in a small highly energetic team
- Willing to learn more and have a strong desire to learn all aspects of an events role

How to Apply:

To apply, please email your resume and cover letter to talent@howwomenlead.com. Please write “Event and Community Coordinator - YOUR NAME” in the subject of the email. Only candidates who have been selected for an interview will be contacted.



How Women Lead is committed to diversity and practicing equal opportunity employment in recruiting and hiring. Qualified candidates from all backgrounds are encouraged to apply.