



NATIONAL FOSTER YOUTH INSTITUTE

Position: Special Events Manager

Job Type: Part-Time Contract. This is a temporary, part time position from January 4, 2022, to July 1, 2022. Hours range from 20 hours (January, February, March) to 40 a week (April, May, June)

Location: Washington D.C. preferred, remote possible

Supervisor: National Policy & Organizing Director

Salary: \$35/Hour

National Foster Youth Institute

Founded by Congressmember Karen Bass in 2012, NFYI is dedicated to ensuring that current and former foster youth have a seat at the table alongside legislators, policymakers, decision makers, families, and advocates. We believe that truly transformative foster care reform is possible only when individuals who have personally experienced the child welfare system have leadership roles in changing it. NFYI creates pipelines of leadership that connect current and former foster youth with decision makers to change the systems that impact them. We do that by building relationships with members of congress, training and empowering foster youth and families to make their voices heard, and by organizing grassroots support for child welfare reform.

We are at a pivotal moment in our organization's history as we build on past successes and extend our reach. NFYI seeks an energetic Special Events Manager to join our team that will help the organization to achieve even greater impact for foster youth and their families.

Position Description

National Foster Youth Institute's 2022 Congressional Foster Youth Shadow Day planning is underway and NFYI needs a Special Events Manager to lead the logistical planning for a full week of activity in Washington D.C. This is a high-profile event with a lot of moving parts. The ideal candidate will have experience planning complex events and is comfortable taking ownership over a variety of content. This position requires someone who is able to juggle multiple competing tasks, is highly organized and has a knack for details. This position works closely with all stakeholders which includes current and former foster youth, high-profile decision makers and NFYI staff. The Special Events Manager is a positive, passionate, inquisitive, focused, detail oriented, flexible, and innovative leader.

Key Responsibilities:

- Oversee the logistics of the weeklong event including but not limited to: travel planning for all participants (air, ground, and hotel) and providing personal support to members.
- Manage communication between event participants and NFYI.
- Work as a liaison between the hotel and NFYI staff to ensure event logistics are running smoothly.
- Recommend event registration platform and create acceptance/welcome packets.
- Ensure participants have all required event information and mandatory paperwork is received and complete.

- Works closely with NFYI National Director, the Congressional Ethics Committee and Members of Congress offices to ensure Shadow Day meets ethical requirements.
- Coordinates and supports meetings and trainings using Webinars.
- Assist in the recruitment of Congressional Offices for Delegates to shadow.
- Support the Communications Director in the development and execution of National Shadow Day communication plans which includes, written and network media opportunities and all NFYI's Social Media Shadow Day campaigns.
- Develop event planning handbook and execute all event follow-up tasks such as closing our hotel contracts, thank you to VIPs and Members of Congress.
- Develop event tracking and evaluations and take an active part in event debriefing meetings and analysis after the event is over.

Personal Characteristics and Qualifications:

- Must have a bachelor's degree (BA, BS) or higher from an accredited college or university or at least 3-year experience in event management, and project management.
- Strong listening and facilitation skills with diverse groups and in under-resourced communities.
- Ability to work independently, be flexible and resourceful, and manage multiple priorities.
- Work well in a team-oriented environment and maintain harmonious relationships.
- Detail-oriented with excellent communication, organizational, interpersonal, and writing skills.
- Must have reliable transportation, be able to drive a car, and have appropriate auto insurance coverage, and a valid Driver's license.
- Must be representative of, or have experience working with, foster youth.
- Someone who has the ability to be a thought partner, accept feedback and strong team player and communications skills.

Physical Requirements & Work Environment

Must be able to drive a motor vehicle. Must be flexible working in a fast-paced, non-profit environment. Experience or interest in child welfare system is a plus. This position works both in the NFYI administrative office, home office and on occasion travels to program events. Must be willing to use personal equipment such as cell phone and laptop/tablet when working remotely.

NFYI reserves the right to change duties (add and/or remove), as needed. All NFYI employees/contractors are encouraged to be flexible and responsive to change in the scope of duties.

This is an opportunity to have a real impact and create real potential for growth. **To apply, please submit a cover letter and resume to: jobs@nfyi.org with the subject: Special Events Manager.**