

Tab 1

Events Management Coordinator

Position Description

The Events Management Coordinator will be responsible for managing all logistical and vendor-related aspects of the conference, ensuring a smooth and memorable experience for attendees. This role focuses on **event operations, vendor coordination, and budget management**, working closely with other organizers to plan and execute the conference's key in-person components.

Organization

BiH Diasporic Conference (BiHDC) brings together young members of the Bosnian diaspora across the U.S. and Canada to celebrate culture, share stories, and strengthen community ties. Through panels, workshops, and shared experiences, participants explore identity, belonging, and the ways our diaspora can drive positive change. Guided by values of inclusion, collaboration, and growth, BiHDC creates a welcoming space for dialogue, learning, and collective progress.

Responsibilities

Vendor & Venue Management (50%) – Coordinate all vendor relationships and logistical details, including:

- Securing the conference venue and a networking venue for the day prior.
- Coordinating food and beverage arrangements for the conference.
- Contracting with a hotel for conference rate blocks.
- Coordinating photography and videography services.

Financial Tracking & Budgeting (20%) – Develop and monitor event budgets, track expenses, and assist with financial reporting and reevaluation throughout the planning process.

Partner Communications (15%) – Maintain regular communication with venue and vendor partners before and during the event to ensure smooth operations and timely deliverables.

Committee Participation (15%) – Attend and contribute to weekly organizer meetings (1–2 hours) to assist with planning and decision-making.

Qualifications

- Strong organizational and project management skills.
- Experience in event planning, logistics coordination, or vendor relations.
- Ability to manage budgets and negotiate with vendors.
- Excellent communication and problem-solving skills.
- Interest in community events, cultural organizing, or conference planning.

Work Hours & Work Setting

- **Expected Hours Weekly:** 2 - 5 hours/week
 - Weekly Organizer Meeting: 1-2 hours
 - Weekly Work Hours for Position Tasks: 1-3hours
- **Work Setting:** Remotely via google hangouts.
- **Expected Attendance In-person:** All organizers are expected to arrive in-person at the location of the conference 2 days prior to the start of the conference, and to stay until the last day of the conference. Hours during this time-period vary.

Application Process

All applications need to be submitted by November 9th. To apply please prepare the following materials and then submit the materials at this [link](#).

Application Materials:

- Link to your linkedin profile.
- Portfolio of Past Events (if available)

Timeline for Application Process

- **Deadline for applications:** Nov 9, 2025
- **Application review and call for interviews by:** Nov 12, 2025
- **Interviews completed by:** Nov 16, 2025
- **Decision by:** Nov 18, 2025