

Executive Suite

Vice President (1)

Our Vice President will make sure our organization's operations flow smoothly. They are responsible for making certain that necessary work is done properly and on time. An understanding of the details of The STEAM Boat and enjoyment of handling details are necessary. You are basically our human spreadsheet and calendar in one! We are looking for a good communicator, organized, detailed, and efficient candidate to fill this position.

Responsibilities

- **Act as President in Absence:** Step into the President's role in their absence, representing the organization and ensuring continuity in leadership and decision-making.
- **Host All-Team Meetings:** Lead the monthly all-team meetings, ensuring the team is informed about upcoming events, organizational updates, and strategic goals. These will be collaborative meetings.
- **Host Leadership Team Meetings:** Coordinate and lead monthly meetings for the leadership team, ensuring effective communication and alignment on goals and initiatives. These will be collaborative meetings.
- **Coordinate Google Calendar:** Update and maintain the team's Google Calendar with meetings, events, team member leaves, and important deadlines.
- **Run Email Communications:** Manage email correspondence and respond to external inquiries in a timely manner.
- **Support Recruitment and Retention:** Work with the team to recruit new members and retain existing ones through consistent engagement and outreach efforts.
- **Maintain Communication Channels:** Ensure that members are kept up to date on upcoming events, organizational news, and opportunities through email and Slack.

Preferred Qualifications

- Extremely detail-oriented.
- Flexible and open to new ideas.
- Collaborative mindset and the ability to work effectively with diverse teams.
- Ability to coordinate multiple programs and initiatives simultaneously.
- Excellent organizational and time-management abilities.
- Meet necessary deadlines.
- Comfortable with Google Suite including Google Calendar, Google Drive, Google Meet, and Gmail.
- Prior use of Slack.

Chief Communication Officer - Students (1)

Our Chief Communication Officer (CCO) will be in charge of spearheading our Student Interview Series on YouTube! They will be responsible for reaching out to students to interview, conducting interviews, and uploading all details to our Drive. We are looking for a communicative, flexible, organized, and friendly candidate to fill this position.

Responsibilities

- **Spearhead the Interview Series:** Lead the Student Interview Series on YouTube, ensuring it aligns with the organization's mission, engages the target audience, and highlights diverse student experiences.
- **Outreach and Scheduling:** Reach out to students to participate in the interview series. Manage the scheduling process to coordinate interview times that work for both interviewees and CCO.
- **Conduct Interviews:** Conduct engaging and thoughtful interviews with selected students, ensuring a welcoming and inclusive environment for them to share their stories.
- **Maintain Drive Organization:** Keep all content organized in the shared Google Drive, creating folders for each interview, including all raw footage, edited versions, and informational material.
- **Collaborate on Marketing Strategy:** Work with the marketing team or leadership group to develop strategies for promoting the interview series on social media, the organization's website, or other platforms.

Preferred Qualifications

- Excellent verbal and written communication abilities.
- Comfortable conducting interviews and creating video or multimedia content.
- Excellent organizational and time-management abilities.
- Excellent interpersonal skills to make interviewees comfortable.
- Meet necessary deadlines.
- Comfortable with Google Suite including Google Calendar, Google Drive, and Gmail.
- Network of diverse students.

Chief Communication Officer - Professionals (1)

Our Chief Communication Officer (CCO) will be in charge of spearheading our NEW Professionals in STEM Series on YouTube! They will be responsible for reaching out to professionals to interview, conducting interviews, and uploading all details to our Drive. We are looking for a communicative, flexible, organized, and friendly candidate to fill this position.

Responsibilities

- **Spearhead the Interview Series:** Lead the STEM Professional Interview Series on YouTube, ensuring it aligns with the organization's mission, engages the target audience, and highlights diverse student experiences.

- **Outreach and Scheduling:** Reach out to professionals to participate in the interview series. Manage the scheduling process to coordinate interview times that work for both interviewees and CCO.
- **Conduct Interviews:** Conduct engaging and thoughtful interviews with selected professionals, ensuring a welcoming and inclusive environment for them to share their stories.
- **Maintain Drive Organization:** Keep all content organized in the shared Google Drive, creating folders for each interview, including all raw footage, edited versions, and informational material.
- **Collaborate on Marketing Strategy:** Work with the marketing team or leadership group to develop strategies for promoting the interview series on social media, the organization's website, or other platforms.

Preferred Qualifications

- Excellent verbal and written communication abilities.
- Comfortable conducting interviews and creating video or multimedia content.
- Excellent organizational and time-management abilities.
- Excellent interpersonal skills to make interviewees comfortable.
- Meet necessary deadlines.
- Comfortable with Google Suite including Google Calendar, Google Drive, Google Meet, and Gmail.
- Network with professionals.

Partnership Manager (1)

Our Partnership Manager plays a pivotal role in advancing the mission of TSB by cultivating, managing, and expanding relationships with community partners. They will work closely with the senior leadership team to identify and engage potential partners, secure new collaborations, and sustain long-term partnerships that align with our goals and values. The Partnership Manager will be responsible for ensuring partnerships are mutually beneficial, driving impact, and supporting the organization's initiatives. We are looking for an adaptable, organized, detailed, and proactive candidate to fill this position!

Responsibilities

- **Representing the Organization:** Act as the face of the student organization when meeting with external partners.
- **Identifying Potential Partners:** Research and identify external organizations (e.g., businesses, nonprofits, educational institutions) or student groups that align with the mission and values of the student organization.
- **Outreach and Communication:** Initiate contact with potential partners, present the organization's goals and objectives, and explain the potential benefits of collaboration.
- **Negotiating Partnerships:** Discuss and negotiate terms of partnerships, ensuring both sides benefit from the relationship. This could include social media posts, co-hosted events, or other types of collaboration.

- **Regular Communication:** Maintain consistent communication with existing partners, providing updates on the organization's activities and discussing potential opportunities for further collaboration.
- **Monitoring Partnerships:** Track the success and impact of partnerships. Collect data, such as attendance at events or feedback from partners, to evaluate the effectiveness of collaborations.
- **Reporting to Leadership:** Provide regular updates to the student organization's leadership team, keeping them informed about the progress of partnership initiatives, any challenges, and new opportunities.
- **Creating Partnership Packages:** Develop documents or presentations outlining various partnership opportunities, including different levels of involvement, benefits, and expectations.

Preferred Qualifications

- Excellent verbal and written communication abilities.
- Excellent presentation skills.
- Ability to cultivate and maintain strong, positive, and mutually beneficial relationships.
- Experience in aligning partnerships with organizational goals.
- Excellent organizational and time-management abilities.
- Excellent interpersonal skills to make partners comfortable.
- Basic understanding of contracts and partnership agreements, including key terms, deliverables, timelines, etc.
- Excellent adaptability and flexibility.
- A passion for community engagement
- Data-driven decision making.
- Comfortable with Google Suite including Google Calendar, Google Drive, Google Meet, and Gmail.

Human Resources Suite

Human Resources Manager (1)

As the Human Resources Manager, you are responsible for the overall well-being of the TSB Team. You will also be in charge of our HR team (*8 team members*). You will be assigning your team tasks and being a leader on the team. You have two main responsibilities: hiring new team members and creating a collaborative and engaging workspace. You will be advertising applications, going through applications, scheduling interviews, hosting interviews, and creating a friendly workspace for all of our team members. We are looking for a proactive, detailed, efficient, and friendly candidate to fill this position!

Responsibilities

- **Job Advertising & Posting:** Create and distribute job postings across relevant platforms, including company website, job boards, social media, and more.

- **Application Review & Screening:** Review resumes and applications, evaluate qualifications, and shortlist candidates based on defined criteria.
- **Interview Coordination & Hosting:** Schedule, organize, and conduct interviews, ensuring a consistent and positive candidate experience throughout the process.
- **Onboarding:** Oversee the onboarding process, ensuring new hires receive all necessary resources, training, and introductions to be successful in their roles.
- **Team Supervision:** Lead, motivate, and support a team of 8, assigning tasks, providing leadership, and ensuring efficient team performance.
- **Team Meetings:** Host regular team meetings, ensuring alignment of HR goals and objectives with the overall company strategy.
- **Employee Well-being:** Foster an inclusive and positive work environment that prioritizes employee satisfaction, well-being, and work-life balance.
- **Training & Development:** Organize and promote learning opportunities, mentoring sessions, and professional development programs for the TSB Team.
- **Team Building & Events:** Organize team-building activities, events, and initiatives that enhance collaboration, communication, and employee engagement across all departments.

Preferred Qualifications

- Experience in recruitment, onboarding, and employee engagement initiatives.
- Excellent communication, organizational, and interpersonal skills.
- Proactive, detail-oriented, and results-driven approach
- Excellent verbal and written communication abilities.
- Comfortable with Google Suite including Google Calendar, Google Drive, Google Meet, and Gmail.

Marketing Suite

Chief Marketing Officer (1)

The Chief Marketing Officer (CMO) is the executive responsible for overseeing the marketing strategies and initiatives of our organization. The CMO plays a critical role in driving growth and brand awareness through the development and execution of marketing campaigns, market research, and customer insights. We are looking for a fast-paced, innovative, and consistent candidate to fill this position.

Responsibilities

- **Develop and Execute Marketing Strategy:** Lead the creation and implementation of comprehensive marketing strategies aligned with company goals, focusing on brand growth, lead generation, and customer retention.
- **Brand Strategy:** Ensure consistent brand messaging and positioning across all social media, building a strong, recognizable brand presence.

- **Campaign Development:** Oversee the planning, creation, and execution of integrated marketing campaigns across digital and social media platforms. Ensure campaigns are on brand, on budget, and on schedule.
- **Content Calendar Management:** Lead the development and management of the content calendar, ensuring that all content is aligned with marketing objectives and is consistently delivered across platforms.
- **Cross-Department Collaboration:** Collaborate closely with the Executive, Events, and HR suites to ensure marketing strategies align with project objectives and support TSB's goals.
- **Team Meetings:** Host regular team meetings, ensuring alignment of Marketing Suite goals and objectives with the overall company strategy.

Preferred Qualifications

- Demonstrated success in developing and executing high-impact marketing strategies that drive brand awareness and customer/follower acquisition.
- Deep understanding of digital marketing strategies.
- Ability to think creatively and strategically while being focused on measurable outcomes.
- Excellent verbal and written communication skills.
- Exceptional organizational skills with the ability to juggle multiple projects and deadlines simultaneously.
- Passion for understanding and meeting customer needs (followers & event attendees)
- Excellent adaptability and flexibility.
- Skills in Adobe, Canva, etc to help with creation of marketing content and presentations.

Social Media Manager - Instagram & TikTok (1)

The Social Media Manager (SMM) is the executive responsible for posting content to and managing our social media platforms. This position is specifically responsible for posting to Instagram and TikTok. You will get the chance to curate our feed and captions for all posts. You will also be responsible for bringing analytics information to our meetings and helping us improve our reach on both platforms. We are looking for a creative, organized, and adaptable candidate to fill this position.

Responsibilities

- **Feed Curation:** Curate and manage the aesthetic of our Instagram and TikTok profiles, ensuring consistency with the brand's image and messaging.
- **Caption Writing & Copy:** Write engaging, on-brand captions for posts, stories, and videos. Ensure copy is clear, creative, and tailored to the target audience.
- **Graphic Design & Visual Assets:** Work with designers (or create basic graphics yourself) to develop eye-catching images, videos, reels, and other social media content.
- **Trendspotting & Adaptation:** Stay up to date with the latest trends, challenges, and features on both Instagram and TikTok, and incorporate relevant trends into the content strategy.

- **Audience Interaction:** Actively engage with followers by responding to comments, messages, and mentions in a timely and professional manner.
- **Community Building:** Foster a sense of community by encouraging conversations, running polls, and interacting with user-generated content.
- **Influencer Partnerships:** Identify and build relationships with influencers or brand advocates who align with our brand and help amplify our reach.
- **Monitor Performance:** Regularly track and analyze key performance metrics (KPIs) for Instagram and TikTok, such as follower growth, engagement rates, reach, impressions, and conversions.
- **Monthly Reports:** Prepare and present monthly social media performance reports, highlighting successes, areas for improvement, and strategic recommendations for growth.
- **Campaign Development:** Collaborate with the marketing team to create and execute social media campaigns that align with brand goals and product launches.
- **Maintain Brand Voice:** Ensure that all content posted on Instagram and TikTok is consistent with the company's brand voice, style, and messaging.
- **Crisis Management:** Address any negative comments or social media issues professionally, escalating to senior leadership when needed.

Preferred Qualifications

- A creative mindset, with the ability to generate fresh ideas for content
- Ability to manage multiple projects at once
- Comfortable working in a fast-paced environment
- Excellent verbal and written communication skills
- Strong team player who can collaborate with other departments
- Prior experience using Instagram in a business setting
- Prior experience using TikTok in a business setting
- Passion for building an engaged online community

Social Media Manager - Website, YouTube, RoundPier (1)

The Social Media Manager (SMM) is the executive responsible for posting content to and managing our social media platforms. This position is specifically responsible for posting to YouTube, RoundPier, and updating our website. You will get the chance to curate captions and information for posts. You will also be responsible for bringing analytics information to our meetings and helping us improve our reach on both platforms. We are looking for a creative, organized, and adaptable candidate to fill this position.

Responsibilities

- **YouTube:** Create and schedule video posts on our YouTube channel. Ensure videos are optimized for search (SEO) with compelling titles, descriptions, and relevant tags. Curate playlists and maintain a consistent posting schedule.
- **RoundPier:** Post engaging content to our RoundPier platform, ensuring each post aligns with our overall content strategy and engages the audience effectively.

- **Website Updates:** Regularly update the website with new content, blog posts, and other media. Ensure that the website remains fresh, current, and aligned with marketing goals.
- **Craft Captions:** Write engaging and brand-consistent captions for all content shared on YouTube, RoundPier, and the website. Ensure captions are optimized for engagement and include relevant calls to action (CTAs).
- **Content Consistency:** Ensure that all written content, including video descriptions and web copy, aligns with the company's voice, messaging, and branding guidelines.
- **Monitor Analytics:** Track and analyze performance metrics across YouTube, RoundPier, and the website, including views, engagement, traffic, and conversions.
- **Monthly Reports:** Prepare and present detailed reports on key performance indicators (KPIs), providing insights into audience engagement, trends, and areas for improvement.
- **Platform-Specific Strategy:** Tailor content to suit the unique needs and best practices of each platform, including YouTube, RoundPier, and the website.
- **Campaign Development:** Collaborate with the marketing team to create and execute social media campaigns that align with brand goals and product launches.

Preferred Qualifications

- A creative mindset, with the ability to generate fresh ideas for content
- Ability to manage multiple projects at once
- Comfortable working in a fast-paced environment
- Excellent verbal and written communication skills
- Strong team player who can collaborate with other departments
- Prior experience using YouTube in a business setting
- Prior experience managing a website in a business setting (not web development)
- Passion for building an engaged online community

Content Creation Manager - Design Content (1)

As the Design Content, you will be in charge of our Graphic Design team (*10 team members*). You will be assigning your team tasks and being a leader on the team. You will be given the higher level or more complex graphic design projects to complete. You will sit in on meetings regarding graphic design needs for other areas of our organization besides everyday social media. We are looking for a creative, organized, and adaptable candidate to fill this position.

Responsibilities

- **Lead & Assign Tasks:** Oversee the workflow of the graphic design team, assigning tasks based on team members' strengths and project needs, and ensuring timely delivery of high-quality designs.
- **Mentor & Develop Team:** Provide ongoing feedback, mentoring, and development opportunities to design team members. Foster a creative and collaborative environment that encourages growth and innovation.
- **Quality Control:** Review design work from your team for accuracy, brand consistency, and overall design quality. Ensure final deliverables meet or exceed expectations.

- **Manage Team Resources:** Ensure the design team has the necessary resources, tools, and skills to execute projects efficiently. Identify and address any gaps in design resources or training needs.
- **Lead Complex Design Projects:** Take ownership of high-priority, high-impact design projects, such as branding materials, internal and external communications, product packaging, marketing campaigns, and presentations.
- **Gather Design Briefs:** Meet with internal teams to gather design requirements, ensuring clear communication and expectations before beginning new projects.
- **Maintain Brand Consistency:** Uphold and evolve the company's visual brand identity, ensuring all design work reflects the company's mission, values, and aesthetic standards.
- **Collaboration & Feedback Loops:** Establish a system for regular check-ins, feedback loops, and approvals to ensure projects stay on track and align with business goals.
- **Monthly Reports:** Prepare and present detailed reports on team goals, projects completed, and information your team needs to complete their next batch of projects.

Preferred Qualifications

- A strong portfolio showcasing high-level design work (branding, campaigns, presentations, etc.)
- Leadership experience in managing design teams.
- Expert knowledge of Adobe Creative Suite (Photoshop, Illustrator, InDesign), and other design tools (Figma, Canva, etc.).
- Experience with web design, video editing, or motion graphics is a plus.
- Strong foundation in design principles (color theory, typography, composition, etc.) and an eye for detail and aesthetics.
- A creative mindset, with the ability to generate fresh ideas for content
- Ability to manage multiple projects at once

Content Creation Manager - Written Content (1)

As the Written Content, you will be in charge of our Writing Team and Editing Team (*16 team members*). You will be assigning your team tasks and being a leader for these two teams. You will be given the higher level or more complex writing team and editing team projects to complete. You will sit in on meetings regarding writing needs for other areas of our organization besides bi-weekly blog posts. We are looking for a creative, organized, and adaptable candidate to fill this position.

Responsibilities

- **Team Oversight:** Lead and manage the Writing and Editing Teams, overseeing a total of 16 team members. Assign tasks based on individual strengths, project requirements, and timelines.
- **Mentorship & Development:** Provide guidance, feedback, and mentoring to both the writing and editing teams, fostering professional growth and skill development.

- **Quality Control:** Review and approve all written content before it's published or distributed. Ensure that content is clear, engaging, and error-free, while also aligning with brand guidelines and objectives.
- **Content Creation:** Take ownership of high-level content that may require specialized knowledge, creative writing, or technical expertise. You'll be expected to write and edit as needed, ensuring the content meets both creative and business goals.
- **Editing Oversight:** Oversee the editing process for all content, ensuring consistency, clarity, tone, and grammatical accuracy. Review drafts for structure, flow, and overall quality.
- **Proofreading:** In addition to overseeing edits, you will occasionally step in to proofread or make edits to final drafts, ensuring the content is polished and ready for publishing.
- **Feedback & Iteration:** Participate in feedback loops, offering constructive edits and revisions to ensure content aligns with the company's overall messaging and brand voice.
- **Content Review:** Regularly review the performance of existing content (blogs, whitepapers, case studies, etc.), identifying opportunities for optimization, repurposing, or improvement.
- **Progress Updates:** Provide regular status updates to leadership on the progress of writing projects, identifying any potential delays and proposing solutions.

Preferred Qualifications

- High-quality written content.
- Ability to review work for grammar, structure, and tone.
- Ability to manage evolving priorities and shift focus to meet organizational needs
- Highly organized, with the ability to juggle multiple projects and tasks
- Ability to meet tight deadlines

Content Creation Manager - Video Content (1)

As the Video Content, you will be in charge of our Video Content team (*5 team members*). You will be assigning your team tasks and being a leader for your team. You will be given the higher level or more complex projects to complete. You will sit in on meetings regarding video content needs for other areas of our organization besides everyday social media. We are looking for a creative, organized, and adaptable candidate to fill this position.

Responsibilities

- **Lead the Video Content Team:** Oversee a team of 5 video content creators, assigning tasks and ensuring that each team member is aligned with project objectives and deadlines.
- **Mentorship & Development:** Provide leadership, guidance, and mentorship to video content team members, offering constructive feedback and helping them develop their technical and creative skills.

- **Task Delegation:** Manage and prioritize video production workflows, ensuring that projects are completed on time and to the highest standards. Balance workload effectively within the team to optimize resources.
- **Quality Control:** Review all video content before final approval to ensure it meets brand guidelines, technical specifications, and creative standards.
- **Complex Video Projects:** Take ownership of high-priority and high-complexity video projects, such as branded videos, internal communications, corporate videos, event recaps, and promotional content for larger marketing initiatives.
- **Creative Strategy & Execution:** Develop creative concepts and oversee the execution of video content that is visually compelling and communicates the company's message effectively.
- **Cross-Departmental Collaboration:** Work with marketing, events, HR, and executive suites to understand their video content needs and develop videos that align with business objectives.
- **Gather Video Briefs:** Participate in meetings with various teams (e.g., marketing, sales, product) to gather creative briefs, project specifications, and deliverables. Translate these needs into actionable video production plans.
- **Content Innovation:** Stay on top of video trends and innovations, experimenting with new formats, techniques, and technologies to keep content fresh and engaging.
- **Brand Consistency:** Ensure that all video content adheres to the company's brand standards and visual identity. Ensure consistency in tone, style, and messaging across all video projects.
- **Reporting & Feedback:** Regularly report to senior leadership on the progress of video projects, share updates, and gather feedback to improve future production processes.

Preferred Qualifications

- Experience in producing high-quality video projects (short form preferred)
- Knowledge of video editing software (Adobe Premiere Pro, Final Cut Pro, DaVinci Resolve, etc.).
- Strong portfolio showcasing high-quality video work, including corporate videos, promotional content, or any other relevant projects.
- strong creative vision with the ability to generate innovative ideas
- Excellent organizational and time-management abilities.
- Meet necessary deadlines.
- Strong problem-solving skills to address any technical, creative, or logistical challenges

Content Creation Manager - Research (1)

As the Research CCM, you will be in charge of our Research Team (*8 team members*). You will be assigning your team tasks and being a leader for your team. You will typically not be responsible for completing tasks in this area and your main job is managing other team members. Overall, this is a great position for someone looking to try out an executive position. We are looking for a creative, organized, and adaptable candidate to fill this position.

Responsibilities

- **Manage Research Team:** Oversee a team of 8 research professionals, assigning tasks based on project requirements, individual strengths, and workload distribution.
- **Mentorship & Development:** Provide leadership, mentorship, and feedback to help team members develop professionally. Foster a positive, collaborative, and innovative team culture.
- **Performance Monitoring:** Track team progress on ongoing research projects, ensuring milestones are met and deadlines are adhered to.
- **Resource Allocation:** Ensure that research team members have access to the necessary resources, tools, and training to perform their jobs effectively.
- **Cross-Department Collaboration:** Work closely with other teams (such as graphic design and video content) to ensure that research needs are aligned with company goals and objectives.
- **Workflow Optimization:** Continuously evaluate and refine the research team's processes to improve efficiency, accuracy, and productivity. Identify bottlenecks or areas for improvement and implement changes where needed.
- **Quality Control:** Review and approve all research content before it's distributed. Ensure that content is clear, engaging, and error-free, while also aligning with brand guidelines and objectives.

Preferred Qualifications

- Ability to pivot and adjust to changing project requirements
- Strong problem-solving skills
- Ability to maintain high standards of accuracy and quality
- Strong interpersonal skills
- Anticipates needs and takes initiative without needing constant direction

Events Suite

Events Coordinator - External Operations (1)

As the Events Coordinator, you will be responsible for planning and creating all of our events! You will be a leader for the Events Team (*8 team members*) and work to create engaging events for our audience. As the Events Coordinator of External Operations, you will be working with people outside of the TSB Team to make our events successful. This includes hosting all events, emailing speakers and attendees, and attending event partner meetings. We are looking for a creative, organized, detailed, and efficient candidate to fill this position.

Responsibilities

- **Host Events:** Take charge of hosting and facilitating events, ensuring smooth execution from start to finish. Manage logistics, schedules, and coordinate with team members to ensure a seamless experience for both speakers and attendees.

- **Day-Of Coordination:** Be the primary point of contact during events, managing real-time issues, coordinating speakers, and ensuring that all event components run on time.
- **Email Speakers:** Reach out to and maintain regular communication with event speakers. This includes sending invitations, confirming logistics, coordinating schedules, and addressing any questions or special requirements they may have.
- **Email Attendees:** Handle all attendee communications, including sending invitations, reminders, event details, and follow-up emails. Ensure a positive experience for attendees before, during, and after events.
- **Attend Event Partner Meetings:** Represent the company at meetings with external event partners. Ensure that all partnerships align with event goals and that logistics are coordinated efficiently.
- **Partner Coordination:** Work with event partners to finalize details such as contracts, logistics, and timing. Manage event-related partnerships to ensure successful collaborations.
- **Post-Event Reporting:** Gather feedback from attendees and partners post-event to evaluate success and identify areas for improvement. Prepare event reports and share insights with leadership for future event planning.

Preferred Qualifications

- Experience in planning successful events
- Ability to come up with innovative event ideas that engage and excite participants
- Highly organized, able to juggle multiple priorities
- Flexible and adaptable, with the ability to manage last-minute changes
- Team-oriented with a collaborative attitude
- Comfortable with Google Suite including Google Calendar, Google Drive, Google Meet, and Gmail.

Events Coordinator - Internal Operations (1)

As the Events Coordinator, you will be responsible for planning and creating all of our events! You will be a leader for the Events Team (*8 team members*) and work to create engaging events for our audience. As the Events Coordinator of Internal Operations, you will be working with the TSB Team to make our events successful. This includes assigning tasks to the TSB Team, completing event reports, hosting suite meetings, and coordinating with the marketing suite to cover all advertisement needs. We are looking for a creative, organized, detailed, and efficient candidate to fill this position.

Responsibilities

- **Create Tasks for the Events Team:** Break down event tasks into manageable components, assigning specific responsibilities to the Events Team. Monitor task progress to ensure everything is completed on time.
- **Host Internal Department Meetings:** Lead regular suite meetings with the Events Team to discuss upcoming events, review timelines, and address any challenges or updates.

- **Coordinate Marketing & Advertising Needs:** Work closely with the Marketing Suite to develop promotional strategies for each event. Ensure all marketing materials, such as social media posts, flyers, emails, and advertisements, are ready and delivered on time.
- **Promote Events Internally:** Ensure all TSB Team members are informed and excited about upcoming events, generating internal buzz and engagement.
- **Create Event Timelines:** Develop comprehensive timelines for each event, detailing every phase of the event planning process, from initial planning to post-event follow-ups. Ensure all milestones are met on schedule.

Preferred Qualifications

- Experience in planning successful events
- Ability to come up with innovative event ideas that engage and excite participants
- Highly organized, able to juggle multiple priorities
- Flexible and adaptable, with the ability to manage last-minute changes
- Team-oriented with a collaborative attitude
- Comfortable with Google Suite including Google Calendar, Google Drive, Google Meet, and Gmail.