



Event and Outreach Coordinator

Job Description

Job Description:

The communications/marketing/events/outreach coordinator provides assistance to the teams at the Center for Middle East Studies and the Center for Latin American and Caribbean Studies Centers, primarily supporting activities related to the Centers' extensive event offerings and communications efforts, but also, assisting in sundry tasks relevant to supporting operational processes.

The incumbent proactively administers event logistics and communications activities for lectures, seminars, films, receptions, conferences, workshops, and other sundry programmatic activities. The ideal candidate will be flexible, customer service-oriented, resourceful, proactive, self-motivated and have a strong aptitude for learning new skills and an understanding of the Centers' missions.

Education and Experience

- Associate's degree with at least 3 years of related experience, or equivalent combination of skills and experience.
- Experience organizing in-person, hybrid or virtual events
- Experience with social media platforms in a business setting.
- Experience in a university setting is preferred.

Job Competencies

- Ability to be flexible and adaptable in a constantly shifting environment with tight deadlines and high volume of activity
- Ability to multitask and prioritize workload
- Strong time management skills.
- Excellent administrative and organizational skills.
- Excellent attention to detail.
- Customer-focused, customer service oriented.
- Excellent communication skills.
- Initiative and ability to work independently and as a member of a team.
- Uses judgment and discretion
- Proficient in Microsoft or Google suite platforms
- This position requires a strong commitment to promoting diversity and inclusion
- Familiarity with the regions covered by the Centers is strongly preferred
- Fluency in Spanish is strongly preferred
- Demonstrated commitment to supporting a community of diverse perspectives and cultures in an inclusive environment

All offers of employment are contingent upon a criminal background check and education verification



satisfactory to Brown University.

In order to maintain 90% or greater universal vaccination rates on campus, all newly hired employees at Brown University must receive the final dose of the COVID-19 vaccine before they begin work, unless they are approved for a medical or religious exemption. For more information, please visit the Healthy Brown site.

Recruiting Start Date:

2021-11-29-08:00

Job Posting Title:

Event and Outreach Coordinator

Department:

Middle East Studies

Grade:

Grade 8

Worker Type:

Employee

Worker Sub-Type:

Regular

Time Type:

Full time

Scheduled Weekly Hours:

37.5

Position Classification:

Hybrid Eligible

Submission Guidelines:

Please note that in order to be considered an applicant for any staff position at Brown University you must submit an application form for each position for which you believe you are qualified. Applications are not kept on file for future positions. Please include a cover letter and resume with each position application.



Still Have Questions?

If you have any questions you may contact employment@brown.edu.

EEO Statement:

Brown University is an E-Verify Employer.

Brown University is committed to fostering a diverse and inclusive academic global community; as an EEO/AA employer, Brown considers applicants for employment without regard to, and does not discriminate on the basis of, gender, sex, sexual orientation, gender identity, national origin, age, race, protected veteran status, disability, or any other legally protected status.



External Site URL https://brown.wd5.myworkdayjobs.com/staff-careers-brown/job/Watson-Institute/Event-and-Outreach-Coordinator_REQ175404

Social Share Title We're Hiring for Event and Outreach Coordinator!

Job Details

Job Requisition ID REQ175404

Location Watson Institute

Posting Date 12/22/2021 - Today

Job Family Communications/Marketing/Events/Outreach
Grade 8

Time Type Full time

Job Type Regular

Supervisory Organization Middle East Studies Management (Oberkoetter, Barbara I (311349))

Hiring Manager

Oberkoetter, Barbara I (311349)

Team Members