



## National Association of City Transportation Officials (NACTO)

**Job Title:** Event Coordinator  
**Start Date:** March 2019  
**Salary:** Commensurate with experience  
**Location:** New York, NY

The National Association of City Transportation Officials (NACTO) is seeking a detail-oriented and passionate events specialist to join our team as a full-time Event Coordinator. This role will work on the annual Designing Cities conference, the leading sustainable transportation conference in North America, and support other NACTO workshops throughout the year. The ideal candidate has exceptional organizational and administrative skills, an ability to balance multiple projects simultaneously, and strong willingness to go the extra mile. The position will be based in New York City with some travel to NACTO events as needed.

### Who we are

NACTO is a nonprofit association of 76 major North American cities and transit agencies formed to exchange transportation ideas, insights, and practices and cooperatively approach national transportation issues. Our members include cities such as Denver, Los Angeles, Cambridge, and San Antonio, and transit agencies such as Portland Tri-Met and Chicago Transit Authority. Our mission is to build cities as places for people, with safe, sustainable, accessible, and equitable transportation choices that support a strong economy and vibrant quality of life. Our staff team is nimble, passionate, results-oriented, and committed to challenging the status quo in transportation and raising the bar for city streets.

### What you'll do

Your job will be to coordinate the seamless logistics for the NACTO Designing Cities conference and other NACTO workshops throughout the year. You will work internally with NACTO staff and externally with NACTO members, vendors, and event attendees to shepherd all event logistics and details to completion. Your work related to the Designing Cities Conference will contribute to the premier sustainable transportation event in North America, bringing together 850+ transportation professionals for 4 days of intensive professional development and peer-to-peer learning. More specifically, you will do things like:

- **Designing Cities Conference Logistics**
  - Coordinate all elements of speaker logistics, including organizing 100+ bios and headshots, scheduling calls with speakers, and booking travel for some high-profile speakers
  - Work closely with vendors to order supplies, book ancillary event venues, and manage hotel logistics
  - Manage online conference registration system, including sign-ups, refunds, and scholarship reimbursements
  - Coordinate seamless logistics on-site during the conference, in partnership with the local events team



- Assemble team of local conference volunteers to assist with registration, breakout sessions, and overall on-site logistics
- Coordinate attendee engagement, fielding questions and comments from NACTO members and partners
- Ensure conference has a positive impact on the hosting city, and that the event is deeply inclusive and welcoming
- **In-Person and Online Event Logistics**
  - Research and book venues, hotels, and catering for NACTO's in-person workshops
  - Coordinate registration, refunds, and reimbursements for workshops and virtual events
  - Assist with the back-end technology for NACTO webinars and other virtual calls and events
  - Perform other administrative and operational tasks as needed

### Who you are

We're looking for someone who is detail-oriented and passionate about planning major events related to sustainability, urban design, and/or transportation. To be successful in this job, you will excel in 6 areas:

- **Attention to detail:** confidence executing seamless logistics for events, coordinating all details strategically and thoroughly
- **Time management:** able to juggle competing priorities with 100% follow-through in a fast-paced work environment, occasionally delivering on short timelines
- **Customer service orientation:** ability to clearly communicate with vendors, event speakers, and attendees with diplomacy, inclusivity, and prompt follow-through
- **Flexibility:** highly-adaptable to unforeseeable challenges with a solution-oriented perspective
- **Organizational and administrative confidence:** comfort navigating a variety of computer interfaces for event coordination and registration
- **Teamwork:** committed to running sustainability-oriented events and willingness to help out where most needed

### How to Apply

Send a cover letter and resume as one PDF file to [hr@nacto.org](mailto:hr@nacto.org) with subject "Event Coordinator" by January 14, 2019. We will consider applications on a rolling basis, and may not wait until the deadline to interview and extend offers, so we encourage you to apply as soon as possible. No calls please.

*NACTO is committed to workplace diversity and inclusion. We are equal opportunity employers and do not discriminate in hiring or employment on the basis of race, color, religion, national origin, gender identity, marital status, sexual orientation, age, disability, veteran status, or any other characteristic protected by federal, state, or local law. Salary is based on a nonprofit scale and commensurate with experience. We offer excellent benefits, including comprehensive health coverage and a 403b contribution, and a passionate working environment.*