

EVENTS COORDINATOR

The National Center for Civil and Human Rights (NCCHR) seeks an Events Coordinator to join our dynamic and versatile Events Team. At NCCHR, the Events Team provides a full range of small and large format events, hospitality, and business services. We support NCCHR professionals with program and institutional event needs, including meeting/event planning and execution. We work collaboratively with colleagues throughout the organization, applying the specialized knowledge and skills required to provide meaningful experiences.

Position Summary

An Events Coordinator accommodates on-site and virtual event sales, services, and fulfillment for The National Center for Civil and Human Rights, Inc. (NCCHR). The Center welcomes candidates who are well-versed in event communications, multi-level scheduling and the coordination of meetings and events, who are equally engaging, proactive, and highly detail oriented. We welcome those who approach every interaction with positivity and can-do attitude, utilizing strong interpersonal skills in both internal and external communications, and who are passionate about providing outstanding client and partner experiences.

Essential Duties and Responsibilities

Responsibilities will include:

- Serve as primary contact during event planning and implementation process, providing support and guidance in areas such as fielding inbound event leads, menu recommendations, space selection and format scheduling, connecting vendors, logistical planning, and agreement terms familiarity.
- Work with clients, partners and internal departments to effectively secure and utilize meeting and event space(s).
- Support day-of event execution, in collaboration with team members and vendors as appropriate, addressing last minute logistical needs, ensuring proper execution of events and providing course correcting options and/or directives with leadership's guidance.
- Apply effective communication and collaboration practices, resulting in "best in class" event experiences.
- Complete pre- and post-event responsibilities as team policy necessitates.
- Identify, target, and secure new event business through proactive outreach (phone, email, networking, site tours).
- Respond promptly (within 24 hours) to all event inquiries.
- Provide detailed proposals customized to client needs.
- Maintain and grow a pipeline of potential clients including corporations, nonprofits, social groups, and agencies.
- Conduct site tours and sales presentations to prospective clients, highlighting venue features, services, and packages.
- Develop and maintain relationships with clients to encourage repeat business and referrals.

- Serve as the main point of contact for confirmed clients from contract to event execution.
- Work closely with clients to understand event objectives, timelines, and requirements.
- Coordinate internal resources (operations, catering, facilities) to ensure smooth planning and delivery.
- Provide support in developing event layouts, timelines, and vendor logistics when needed.
- Generate contracts, invoices, and necessary event documentation in accordance with internal policies.
- Ensure all deposits, final payments, insurance certificates, and required permits are secured prior to events.
- Maintain accurate records in the CRM or event management system (e.g., Tripleseat, Salesforce).
- Track event performance, client feedback, and sales metrics for reporting.
- Meet or exceed monthly and annual sales targets for event bookings and revenue.
- Attend internal meetings to provide updates on booked business, pipeline status, and client feedback.
- Represent the organization at external networking events and community engagements.

Core Competencies

- Bachelor's degree in hospitality, Public Relations, Marketing, or related field preferred.
- Minimum 2-3 years of applied event industry experience.
- Eager to adapt and apply skillsets necessary within a service-oriented or customer-centric environment.
- Strong technical skills, including proficiency in Microsoft Office, Excel, Outlook, Adobe and Share Point.
- Strong written and verbal communication and interpersonal skills.
- Expressed critical thinking, decision-making, and conflict resolution abilities.
- Excellent personal presentation.
- Ability to occasionally work early mornings and evenings, weekends, and holidays as events call for.
- Experience or familiarity with Tripleseat for event management preferred.

Physical Requirements

Reasonable accommodation may be made as needed.

- Capable of working on a computer for extended periods of time.
- Extended periods of sitting, walking and/or standing.
- Ability to lift, carry, or move up to 25 pounds.
- Bending, reaching, kneeling, crawling.

Employment Eligibility

NCCHR is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees based on age (40 and over), race, sex, color, religion, sexual orientation, national origin, disability, veteran status, genetic information, gender identity, and any additional statuses protected by Title VII of the Civil Rights Act of 1964.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

About Us

The National Center for Civil and Human Rights (The Center) is an engaging cultural center that connects the American Civil Rights Movement to today's ongoing struggle for human rights, whether at a local, national or global level. Our purpose is to create a safe space for visitors and attendees to explore the fundamental rights of all human beings so that they come away inspired and empowered to join the ongoing dialogue about human rights in their communities, workplace, and lives. The Center has a local footprint in downtown Atlanta, Georgia with a national reach in the ongoing pursuit of civil and human rights for all. To learn more, visit our website civilandhumanrights.org.

Interested and qualified candidates please submit a cover letter and resume to careers@civilandhumanrights.org and events@civilandhumanrights.org.