

Corporate Event Specialist

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Company: (ISC)2

Location: Alexandria

Category: other-general

Overview

Your Future. Secured. ISC2 is a force for good. As the world's leading nonprofit member organization for cybersecurity professionals, our core values — Integrity, Advocacy, Commitment, Diversity, Equity & Inclusion and Excellence — drive everything we do in support of our vision of a safe and secure cyber world. Our globally recognized, award-winning portfolio of certifications provide an independent and globally recognized endorsement of cybersecurity knowledge, skills and experience for all career levels. Our charitable arm, the Center for Cyber Safety and Education, enables ISC2 and our members to serve the public by educating the most vulnerable about cyber risks and empowering access to enter and thrive in the cyber profession. Learn more at ISC2 online and connect with us on Twitter, Facebook and LinkedIn. When you join ISC2, you'll demonstrate your commitment to an inclusive and equitable environment. Your support of the unique perspectives and experiences shared by our global cybersecurity workforce and profession will be recognized. We invite you to take an active role in helping us create a true sense of belonging across our organization — an environment of authenticity, trust, empowerment and connectedness that empowers all of our successes. Learn more.

Position Summary

The Corporate Event Specialist is responsible for planning, coordinating and execution of all aspects of governance meetings, including quarterly board of director meetings, as well as select revenue-generating events. This position works directly with multiple internal teams and reports to the Senior Events Manager, Operations, on the Events team. This individual will be a highly motivated, extremely organized, self-directed team player. This is a hybrid position, with an opportunity to work from him as well as onsite, at our the corporate office in Alexandria, VA.

Responsibilities

Board Governance:

- Collaborate with the board governance team to obtain pertinent information for governance meetings to include within the briefing document for submission of RFPs
 - Review RFPs and provide a summary of recommendations to include size of meeting rooms, board room chairs, AV equipment, WiFi, international plug adapters, sleeping room requirements, catering, amenities, etc.
 - Summary of recommendations prepared and provided to CEO for final review and approval
 - Execution of entire event planning from inception to post event follow up to include but is not limited to contract negotiation, catering selections, IT/AV, dinner reservations, and confirming pre-arranged transportation.
 - Set-up and maintain endless updates to shared working documents within SharePoint.
- Track quarterly governance & committee meetings including Excel spreadsheets, flight manifest, travel summaries, polling forms, and word documents in support of the meetings

- Align events timeline with all board governance and committee timelines to ensure schedules do not conflict
- Manage the meeting budget, including facilitating and reconciling expenses associated with board meetings
- Proficient using a variety of delivery formats including, but not limited to (i.e., SharePoint, C-vent, Excel, PPT, Microsoft Forms, and Survey Monkey) for planning and execution of event
- Establish rapport and build connections to leverage negotiations for event costs including meeting space, sleeping rooms, AV, catering, décor, amenities, etc.
- Continuous review of meeting deliverables to enhance processes and procedures in an effort to improve operational efficiencies
- Collaboration with the legal team on the budget for annual governance meetings and travel
- Collaboration with the contract review team once RFPs have been reviewed and are ready for submission
- Complete other event tasks as assigned

Revenue-generating Events:

- Provide end-to-end event management and logistical support for a diverse scope of in person events and workshops
- Manage the successful planning and execution of Professional Training & Schools revenue driving product line including collaboration with key stakeholders in the development of annual training schedule and speaker management.
- Manage the creation and distribution of event materials as needed for pre, on-site/virtual and post event participant engagement.

- Manage Professional Training & Schools budgets in accordance with department revenue and margin targets
- Responsible for provide timely and accurate financial performance updates to department leadership including recommendations tied to expense management and mitigation. Travel:
- Back-up for booking travel reservations via Concur as directed for C-suite
- Back-up Liaison with Direct Travel for specific travel related needs

Behaviorial Competencies

- Excellent communication skills - written and spoken
- Possess excellent organizational skills and cognate experience in project management
- Ability to complete projects with minimal supervision
- Resourceful, with ability to calmly problem solve in last-minute or stressful situations • Proactive, hands-on individual with the ability to multi-task, manage time and resources effectively and prioritize with minimal direction in a fast-paced environment
- Advanced writing/editing skills, and ability to adapt writing style as necessary to communicate through varied proposals and meeting collateral
- Excellent proofreading skills
- Excellent project management skills and the ability to effectively prioritize work
- Superior organizational and planning skills with excellent written and oral communication skills

- High sense of urgency. Willingness to do what it takes to meet goals while maintaining the absolute highest standards in terms of honesty, integrity and business ethics.
- Interact with the greater cybersecurity community, and represent the organization tactfully and diplomatically
- Excellent interpersonal skills with the ability to interact and communicate with all levels of the Association, including Executive Leadership and Board of Directors. Sensitivity to confidential matters and executive interaction required.
- Self-starter who provides creative and pragmatic solutions to business issues and problems
- A positive, can-do attitude, high-energy, enthusiastic team player
- Creativity and flexibility as well as a positive, professional attitude are a must

Qualifications

- Proficiency in Microsoft Office products, including Outlook, PowerPoint, Forms, Excel and Word

Education and Work Experience

- Minimum five (5) years' experience as an event/meeting planner
- Experience working in role with senior level executives, as well as board of directors preferred.
- Experience planning events in a global scope.

Physical and Mental Demands

- 25% travel required
- Work additional hours in the evening and weekends when necessary
- Occasional lifting during set up for meetings and vendor deliveries
- Remain in a stationary position, often standing or sitting, for prolonged periods
- Regular use of office equipment such as a computer/laptop and monitor computer screens

Equal Employment Opportunity Statement

All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic as protected by applicable law. Job candidates will not be obligated to disclose sealed or expunged records of conviction or arrest as part of the hiring process.

Job LocationsUS-VA-Alexandria

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