



Events and Operations Coordinator, March for Life Education and Defense Fund

The March for Life Education and Defense Fund is a 501(c)(3) non-profit organization that coordinates the world's largest annual pro-life event and civil protest. Through the annual March in Washington, D.C.; marches in state capitals across the country; and being the collective voice of pro-life marchers on Capitol Hill, in state capitals, and in the media, the organization is uniquely positioned to unite, educate, and mobilize pro-life Americans in the public square to build a culture of life.

Position Summary:

As the Events and Operations Coordinator, you will play a key role in coordinating and executing the National March for Life in Washington, D.C. and other events, while ensuring the office runs efficiently and smoothly. You will have the unique opportunity to gain firsthand insight into executive decision-making and leadership, by working closely with the President and Executive Vice President of the organization. You will also have the chance to collaborate with dynamic and enthusiastic teams across Operations, Communications, Development, and Government Affairs. This position reports directly to the Executive Vice President.

In this role, you'll draw on your skills in event planning, executive support, and office management, fine-tuning your skills while engaging with a mission-driven organization at its highest levels. The ideal candidate will bring exceptional attention to detail, a passion for events, outstanding communication abilities, and a talent for juggling multiple projects in a fast-paced environment.

Located just a few blocks from the White House, this full-time hybrid role (three days in-office, two days remote) is based in Washington, D.C. Candidates must reside in or have independent plans to relocate to the Washington, D.C. area.

Event Responsibilities:

- Support the planning and execution of March for Life events, particularly the planning of the National March for Life in Washington, D.C., including coordination of logistics such as invitations, event orders, registration, marketing, signage, room layouts, catering, audiovisual equipment, transportation, and setup.
- Work with talent and speakers, internal teams, vendors, and other stakeholders to support the execution of event-related specifics.
- Be first line of contact for event attendees; answer frequently asked questions.
- Build and maintain relationships with volunteers and group leaders; develop roles, responsibilities, and schedules for event volunteers; manage communications and onsite direction; and lead volunteer training for all events.
- Actively use internal systems to manage projects and produce real time event registration reports.

- Assist with coordination of audiovisual, production and run-of-show for events and livestreams.
- Assist with coordination of talent and speakers.
- Assist with event data, communications, and bookkeeping.
- Organize and manage internal meetings.
- Other duties as assigned.

Operations and Executive Support Responsibilities

- Provide executive support for March for Life President and Executive Vice President, including scheduling, communications, administrative support, and special projects.
- Serve as point of contact for the Executive Team; manage internal and external requests.
- Manage March for Life and March for Life Action email and voicemail accounts.
- Manage mail, process and deposit checks on a weekly basis, and maintain records appropriately.
- Order supplies and perform all tasks needed to keep office operations running smoothly.
- Provide other administrative and office support as needed.
- Support Director of Operations in activities as needed, including annual audit.
- Act in supporting role for other departments as needed.
- Other duties as assigned.

Qualification Requirements:

- Passion for building a culture of life.
- 2-4 years of event planning experience, or a similar role.
- Experience in office management and providing support to executive leadership.
- Excellent verbal and written communication skills.
- Strong project management and relationship-building skills.
- Accurate, precise, and orderly data management skills.
- Excellent follow-through and attention to detail.
- Exceptional organizational skills, discretion, and confidentiality.
- Ability to effectively solve problems, think creatively, and take action.
- Completion of a Bachelor's Degree.
- Excellent computer skills in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Experience in Salesforce and Asana project management preferred.

Please send a cover letter, resume, and the names and contact information for (2) references to our Director of Operations at rosemaryeldridge@marchforlife.org. The application deadline is Friday, November 1st, 2024 at 5:00 p.m.