

Institute for Higher Education Policy Operations and Events Coordinator

The Institute for Higher Education Policy (IHEP) is a nonpartisan, nonprofit organization committed to promoting access to and success in higher education for all students. Based in Washington, D.C., IHEP develops innovative policy- and practice-oriented research to guide policymakers and education leaders, who develop high-impact policies that will address our nation's most pressing education challenges.

JOB SUMMARY:

Reporting to the Senior Advisor, the operations and events coordinator will serve as a key member of IHEP's Operations team by ensuring effective day-to-day management of the organization's operational, facilities, and event-planning needs, including the convening of external and internal colleagues, stakeholders, and partners. The role is a high-visibility position both internally and externally, as s/he is a key liaison among staff members and the organization's external partners and vendors. This position works with all divisions of the organization to ensure effective coordination and communication among relevant staff throughout the event-development process.

PRIMARY RESPONSIBILITIES:

- Lead the operational aspects of IHEP's event planning functions, including developing meeting timelines, materials and information; managing the registration process; vendor management, including securing contracts and working directly with hotel, catering, audio-visual, and other vendors; providing support to and communicating with participants and speakers before, during, and after the event; managing travel arrangements, reimbursements, and grants for participants and speakers; on-site management as needed; and post-event wrap-up.
- Provide day-to-day management of the office administration and space, including maintaining office supplies, asset inventory, and filing documentation to ensure that the facilities are properly maintained and appear clean and orderly.
- Serve as primary point of contact with operational vendors, particularly IT related (consultants, print/copy/telephone vendors) and building management staff. Facilitate building-related new-hire onboarding and ongoing monitoring of staff access and security concerns; attend monthly tenant meetings, and overseeing property lease matters (monthly rent payment, annual tax audit, etc.)
- Maintain IHEP's internal information portal (SharePoint) and oversee new hire logistics and training on SharePoint, various technology systems, and equipment within the office, in coordination with broader staff onboarding efforts.
- Support and/or manage operational special projects such as the lease renewal/office refresh process, major vendor/services transitions, etc.
- Provide scheduling and related support to IHEP's Operations team, including the Chief Finance and Administrative Officer and the Senior Advisor.
- Collaborate with, and provide assistance to, other departments and staff as required.
- Other duties, as requested.



QUALIFICATIONS:

- An associate's degree and/or at least five years of related work experience in event planning and organizational management is preferred.
- A demonstrated ability to plan effectively, but the flexibility to handle the unexpected.
- A self-starter with a high degree of energy and meticulous attention to detail and follow-through to ensure accurate and timely completion of tasks.
- Strong team-building and interpersonal skills with the ability to develop professional relationships with staff in order to maintain ongoing informal communications.
- Excellent oral and written communication skills.
- Ability to work independently, prioritize effectively, be a pro-active, critical thinker in order to anticipate issues and opportunities, and make appropriate judgment calls.
- Proficient in Microsoft Office Suite (Word, Excel, Power Point, and Outlook).
- Familiarity with audio-visual equipment and web-based platforms/software applications (GoTo meetings, Skype, etc.) to facilitate meetings.

COMPENSATION

- Salary is commensurate with experience and qualifications. IHEP offers a comprehensive benefits package.

HOW TO APPLY:

- Interested candidates should provide a **cover letter and resume** to be considered for this position. To apply, please click [here](#).

The Institute for Higher Education Policy is an Equal Opportunity Employer and encourages diversity in all facets of the organization's work.

