



The College of Physicians of Philadelphia

BIRTHPLACE OF AMERICAN MEDICINE®

About The College of Physicians of Philadelphia

Founded in 1787, The College of Physicians of Philadelphia is one of the oldest professional medical organizations in the country and home to: the Mütter Museum, the Historical Medical Library, HistoryofVaccines.org, a dynamic Center for Education, a full calendar of public events, and a busy facilities rental calendar. Over 170,000 guests visit us annually and we are extremely proud of our mission *to advance the cause of health while upholding the ideals and heritage of medicine.*

JOB TITLE: Lectures and Events Coordinator

DIVISIONS SUPPORTED: Operations and Advancement

SUPERVISORS' TITLES: Manager of Lectures and Events and Chief Operating Officer (for administrative purposes)

FUNCTIONS OF POSITION:

This position supports the College's lectures and events, including the marketing component. Under direct supervision of the Manager of Lectures and Events helps in the planning and execution of the College's educational lectures (including those of the College's thematic Sections) and social/special events. Also assists in the coordination of lectures and events sponsored by the Mütter Museum, The Historical Medical Library, The HistoryofVaccines.org, The Center for Education, and the Advancement Division. Total number of annual events ranges from 60 to 70. Works closely with the Facilities Rental office on logistical specifications for all lectures and events, and helps maintain the College's lecture and events calendar. Provides event marketing support to the Director of Communications by identifying, organizing, and distributing promotional messages related to events in print and via social media. Generally supports the operations office as requested. Significant evening and weekend work is required.

TRAINING, SKILLS AND EXPERIENCE GUIDELINES:

- BA or BS desired, preferably in a related field such as business administration or marketing.
- At least one year's experience with event planning required
- At least one year's experience working in a non-profit organization helpful
- Effective communication and interpersonal skills
- Good writing and editing skills.
- Ability to prioritize, plan, organize and multi-task is critical
- Experience in Adobe Creative Suite desirable
- Experience in Microsoft Office Suite; Eventbrite, MailChimp, and social media preferred
- Prior responsibility handling money preferred
- Significant evening and weekend work required (approximately 60 to 70 events per year).

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Lectures and Events

Planning and Implementation (60%)

- Assist in the planning and implementation of the College's educational and social events
- With Manager of Lecture and Events, serves as calendar coordinator. Inputs all lectures, events and staff meetings in room rental Outlook calendar, closely coordinated with facilities rental office
- Assists in the creation of new events for Mütter Members and other social events
- Handles administrative paperwork for events in a timely manner
- Posts all events on College and Museum websites, Eventbrite, and social media outlets
- Tracks/communicates daily RSVP to select staff
- Assists Manager of Lectures and Events during events
- Helps complete post lecture reports such as attendance stats

Marketing (30%)

- Assists Director of Communications with the creation and distribution of promotional materials, physical and electronic, for College lectures and events.
- Works with the Director of Communications to develop and maintain a back-end calendar for programmatic promotions.

General Administration (10%):

Assists Chief Operating Officer and Director of Visitor Experience/Assistant Director of Operations with general administrative duties as required.

Salary/Benefits: This is a full-time, exempt position that receives a competitive non-profit salary with a generous benefits package, including health, dental, vision, PTO (paid time off), and contribution towards 403(b) retirement plan.

To Apply: Please **email** cover letter, resume, and desired salary range to: events@collegeofphysicians.org. Subject line must read "Lectures and Events Coordinator Position 2019." No phone calls please. Application deadline is Monday, May 20, 2019. The position starts in mid-July.

April 24, 2019