

Position Description: Senior Events Contractor

Position title: Senior Events Contractor  
FLSA status: Independent Contractor / 1099  
Department: Events  
Organization liaison: President and CEO  
Project term: 3 months, 15 hours per week  
Budgeted project rate: \$52.00 per hour

**SUMMARY**

The Senior Events Contractor manages the strategic elements of Pacific Council events, including, but not limited to virtual, hybrid, and in-person event planning and oversight, partner management and stewardship, internal stakeholder management, and future event mapping. The Senior Events Contractor brings event planning expertise, international affairs field knowledge, and community presence to the role.

**CONTRACTOR DUTIES & RESPONSIBILITIES include the following.**

**Event Oversight**

- With support from the Events Assistant, produces 4-6 events in 3 month period
- Ensures that events meet financial, member engagement, and strategy alignment goals

**Event Planning**

- In collaboration with President and CEO, generates forward looking events plan that incorporates Pacific Council strategy and member needs and capitalizes on existing partnerships for remainder of FY22
- Identifies and pursues 3-5 new event partnership leads
- Makes recommendations on and implements return to in-person activity informed by local COVID-19 regulations and industry best practices

**Stakeholder Management**

- Manages existing partnerships with Global Affairs (San Francisco) and Zocalo
- Effectively engages President and CEO in event planning process
- Secures organization-wide buy-in for events plan
- Leverages personal network for event speaker invitations
- Oversee the work of the events assistant (contractor)

**CONTRACTOR REQUIREMENTS & QUALIFICATIONS**

- Minimum Experience: 5 years; combined education/experience as substitute for minimum experience
- Minimum Field of Expertise: Event management, Nonprofit management
- Availability during business hours on Pacific Time
- Ability to participate in in-person events as needed

Position Description: Senior Events Contractor

**PREFERRED CONTRACTOR QUALITIES**

- Experience working in government or other international affairs setting
- Deep understanding of Pacific Council
- Strong organizational skills and attention to detail
- Strong writing and communication skills
- Experience in and capacity to work in a fast-paced work environment
- Ability to multi-task and manage various project elements simultaneously
- Proficiency with Salesforce, Microsoft Office, Google Drive programs, and Zoom

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While no one person will embody all the qualities enumerated above, the ideal candidate will possess many of those professional abilities, attributes, and experiences.

In all our practices, the Pacific Council has stated an intention or policy ([pacificcouncil.org/inclusivity](https://pacificcouncil.org/inclusivity)) of seeking out and including people who might otherwise be excluded or non-traditional. Due to the pace of this search, candidates are strongly encouraged to apply as soon as possible.

**ADDITIONAL CONTRACT DETAILS**

- This contract term is set for 3 months at a rate of \$52/hour and 15 hours of work per week, with the possibility of renewal.
- Contractor must abide by Client’s COVID-19 protocols as enumerated below at all times when working in-person on-site at the Council office or on-site at any Council-sanctioned engagement.
- This is a 1099 independent contractor arrangement.

**TO APPLY:** Email cover letter and resume to [hr@pacificcouncil.org](mailto:hr@pacificcouncil.org) using the subject line “Sr. Events Contractor.” Please do not contact staff members; no phone calls, please.