

INTERIM EVENTS AND COMMUNICATIONS MANAGER

Position Announcement

The Buffett Early Childhood Institute at the University of Nebraska is seeking applications from qualified individuals for the position of Interim Events and Communications Manager. This position is guaranteed for six months (June 1 – December 1, 2018). The person in this position will be responsible for strategic development and planning of conferences and events, directing promotion of events, supporting outreach to the Institute's key audiences, and day-to-day support for public relations activities. The successful applicant will be a proactive self-starter with strong organizational and outreach skills, excellent writing ability, and the ability to multi-task and meet tight deadlines. The events and communications manager will serve on the Institute's communications team and will report to the Institute's Director of Communications.

Buffett Early Childhood Institute Profile

Envisioned as a new model for how public higher education is engaged in the first years of life, the newly established Buffett Early Childhood Institute is a four-campus, university-wide, multidisciplinary research, education, outreach, and policy institute of the University of Nebraska committed to helping transform early childhood development and education in Nebraska and across the nation.

The long-term goal of the Institute is to be a leading center where scholars, practitioners, community members, and policymakers collaborate to advance a unified approach that can improve the lives of young children and families and the systems that support them.

Applicants should note that the goals of the Institute are university- and state-wide, but that the Institute's administrative home is at the University of Nebraska at Omaha. This position will work primarily out of the Omaha office but may have additional university-wide responsibilities.

Job Responsibilities

Event Management and Planning (50%)

- Lead planning and program development for conferences and special events of the Institute, working closely with Institute leadership to ensure events meet Institute goals and objectives.
- Direct all conference and meeting arrangements in collaboration with the Institute's administrative staff, including logistical arrangements, catering, technology and presentation requirements, travel and accommodations for speakers and participants, etc.
- Develop annotated agendas and conference notes to help ensure events meet programmatic and communications objectives. Conduct conference and meeting follow-up that documents key discussion and action items.
- Develop outreach plans for conferences and events; conduct outreach with university, partner, and stakeholder organizations to promote conferences and meetings and deepen Institute relationships.

- Conduct site visits to review and secure conference and meeting sites and negotiate agreements with venues as necessary. Develop and cultivate relationships with both university staff and outside vendors to help organize events.

Event Communications (30%)

- Create invitation lists and digital invitations through Constant Contact (includes copy writing).
- Create online event registration through Constant Contact; manage registration process.
- Serve as project manager for the development of conference and communications materials; working with designers, writers, social media managers, and vendors to produce and distribute materials.
- Utilize and direct the use of online platforms (podcasts, videos, etc.) to capture and archive presentations and findings for dissemination with broader audiences.
- Create comprehensive communications summaries for major events and projects.

Public Relations Support (20%)

- Assist with management of media lists. Support outreach to local media on select Institute programs and events.
- Research and track editorial calendars. Identify potential opportunities for media outreach.
- Work with the communications team to develop social media strategies.
- Evaluate social media analytics and ROI. Analyze effectiveness of campaigns and work with communications team to adjust strategies when needed.
- Create press coverage filing system, including digital archive.

Minimum Qualifications:

- A bachelor's degree and 5-7 years of demonstrated success in a similar role.
- Experience developing and overseeing projects and initiatives, working collaboratively with organizational leadership, partner groups, and stakeholders.
- Experience supervising and executing large and small events.
- Experience organizing and conceptualizing projects with multiple components and a wide range of community and professional partners.
- Excellent writing ability.
- Basic understanding of Associated Press style and proofreading ability.
- Proficiency with Microsoft Office applications (Word, Excel and PowerPoint) is required.
- Experience with Constant Contact and Zoom are desirable.
- Knowledge of Adobe Creative Suite applications is beneficial but not required.
- Experience working within a university setting is desirable.
- Knowledge of early childhood issues is helpful but not essential.

How to Apply

Application review begins immediately and continues until the position is filled. Applications are processed through the online job posting at <https://careers.nebraska.edu>. Follow instructions to complete the Applicant Profile. Along with your application, attach a cover letter, resume, and contact information for three professional references. Direct questions about the position to: humanresources@nebraska.edu.

Direct questions about the online application process to: (402) 472-2111. The University of Nebraska is an Affirmative Action/Equal Opportunity Employer and participates in E-Verify.