

**MASSACHUSETTS LIFESCIENCES CENTER
JOB DESCRIPTION**

Job Title: **Associate Events Coordinator**

Reports to: **Marketing and Communications Department**

Exempt Full-Time

The Massachusetts Life Sciences Center (MLSC) is a quasi-governmental investment agency that supports life sciences innovation, education, research & development, and commercialization in the Commonwealth of Massachusetts. Our mission is to ensure that the life sciences in Massachusetts remain the most dynamic, verdant ecosystem of its kind in the world. These investments create jobs and support advances that improve health and well-being. Through our investments, programs, collaboration and partnerships, the MLSC is committed to creating jobs and economic impact, and supporting scientific advances that will improve the health and well-being of patients across the world.

I. PURPOSE OF THE JOB

Under the direct supervision of Marketing & Communications, the Associate Events Coordinator is responsible for supporting all aspects of the MLSC's event and meeting activities. The Associate Events Coordinator will work with Marketing and Communications on the overall content strategy, communications and outreach for all MLSC meetings and events. The person in this position will also work in collaboration with the Operations team to fulfill the operational logistics of the MLSC's events and meetings.

II. ESSENTIAL DUTIES & RESPONSIBILITIES

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed, as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Nothing in this job description restricts the manager's right to assign or reassign duties and responsibilities to this job at any time for any reason, including reasonable accommodation.

III. FUNCTIONS AND RESPONSIBILITIES

- Work with the team to create strategic communications initiatives to broaden awareness of the MLSC programs and priorities.
- Organize educational events and meetings to increase the exposure for the Center's work and on topics that will increase public understanding of the life sciences sectors.
- Center-wide support for MLSC meetings and events including the coordination of logistics and planning of (for example):
 - All-women pitch event with local investors and key entrepreneurial stakeholders (1x/year)
 - Celebratory event for MassNextGen women entrepreneurs (1x/year)
 - Investor networking event with early-stage portfolio companies (1x/year)

- Convening in gateway cities to understand gaps in each ecosystem (3x/year)
 - Internship Challenge event (1x/year)
 - High School Apprenticeship events (3x/year)
 - Capital Grant announcement event (1+x/year)
 - STEM Grant announcement event (1+x/year)
 - Industry roundtables events (3+x/year)
 - Miscellaneous events such as ribbon-cuttings, awards announcements, thought leadership convening, college/school lab openings, etc.
- Manage preparation and day-of logistics for events including:
 - Attend regular team meetings.
 - Coordinate with partners to secure space for events, including scouting sites.
 - Manage event invitation and registration process including targeted outreach to the appropriate audiences.
 - Create “run of show” documentation with input from stakeholders.
 - Draft communications to stakeholders and partners.
 - Coordinate scheduling.
 - Plan and coordinate AV needs.
 - Manage day-of logistics to ensure smooth and timely “run of show” execution.
 - Work with the team on marketing strategy for events including press strategy, promotional materials, talking points and follow-up promotion on social
 - Ensure appropriate elected and appointed officials are engaged and prepped.
 - Collaborate with the Operations and Finance teams to:
 - Develop and implement event timelines for meetings and events.
 - Ensure all event resources are properly managed to meet budget targets.
 - Manage external vendor sourcing and contract negotiation (caterers, vendors, audiovisual, etc.) to adhere to MLSC’s vendor procurement process.
 - Prepare follow-up materials and communications

IV. KNOWLEDGE AND SKILLS

- Bachelor’s degree in a related field preferred
- Experience coordinating events and conferences
- High level of interpersonal skills to interact with the public
- Resourceful with strong emotional intelligence, self-motivation, and analytical skills.
- Highly-developed communications skills (written/verbal) and interpersonal savvy; detail-oriented with strong organizational abilities.
- Results/action-orientation; project management skills.
- Ability to manage budgets and timelines
- Must be able to work in a fast-paced environment with demonstrated ability to manage multiple tasks and demands;
- Ability to exercise initiative in following through on assignments within stated deadlines
- Some program and event work requires availability outside normal business hours
- Background knowledge or experience in the life sciences a plus
- Excellent computer skills in word processing, spreadsheets, database, and presentation software (MS Outlook, MSWord, Excel, PowerPoint)
- Familiarity with Adobe Creative Suite a plus
- Ability to work independently with minimal supervision and to function effectively as part of the team.
- Manage multiple projects throughout the Center and work collaboratively

V. EXTENT OF PUBLIC CONTACT

This position has extensive contact with internal and external constituents, including Board members, business groups and associations,

VI. PHYSICAL DEMANDS

No unusual physical demands

VII. WORKING CONDITIONS AND ENVIRONMENT

Work is generally conducted in a normal office environment and as necessary at offsite event venues. Will be required to attend relevant meetings and conferences, which may take place during the evening and/or out of state, and would require travel and brief stays away from home (less than 10% out of state travel). No unusual working conditions.