



EVENTS Manager

We are searching for an enthusiastic events manager with a "can-do" attitude to assist in planning and attending 7 Mindsets conferences and events in the K12 school market. The overall goals of the position are to create and shape events that enhance our organization's brand image, help to drive leads and sales, and improve customer loyalty. The events manager will be tasked with supporting sales team in all aspects of regional conferences and national events including but not limited to researching and securing venues, negotiating quotes and agreements with vendors, assisting with event marketing, booth design and management, monitoring timeframes, keeping budgets, organizing event agendas, and engaging speakers.

The ideal candidate for this role should demonstrate exceptional organizational abilities, superb interpersonal skills, multi-tasking skills, be very familiar with sales team needs, and have excellent time-management skills

Event Manager Responsibilities:

- Brainstorming and implementing event plans and concepts.
- Tracking numerous events and associated deadlines (applications, presentations, SWAG, etc)
- Liaising and negotiating with vendors and K12 School organizations
- Handling logistics, shipping content, and managing premiums and collateral needs.
- Managing branding and communications, assisting with email and social media promotions
- Developing event feedback surveys.
- Handling post-event lead reports and follow up emails.

Event Manager Requirements:

- The ideal candidate will have 5+ years of experience supporting sales and managing events and conferences. Experience working with schools or teachers a plus.
- Degree in public relations, communications, or hospitality.
- Well-honed communication and marketing skills.
- Project management experience preferred
- Must be deadline and detail oriented, highly organized, and a multi-tasker.
- Requires a high level of proficiency in all Microsoft suite applications, events software; expertise in Canva and Hubspot a plus.
- Ability to anticipate what needs to be done without a lot of supervision.

This is a full-time position located in Roswell GA. Candidates can work from home but will need to be at the Roswell office as needed. Position requires 30% travel.

To apply, please send cover letter and resume to meg.roe@7mindsets.com