

# Events and Collaboration Coordinator

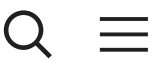
Events and Collaboration Coordinator

McCormick Center

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## Position Information

Position Title	Events and Collaboration Coordinator
Who we are	<p>National Louis is a 130+ year old university that has been grounded in the values of innovation, access, and excellence from its inception. As an institution we believe in providing access to educational opportunity and that education is our greatest lever for social and economic mobility. We are a student focused community that is committed to continuous improvement and asks how do we become more “student ready” so that we may better serve our students. We believe that through education we are able to empower change and build healthy communities. Our community works hard in the service of students and supports one another like a family.</p> <p>At National Louis University we offer our employees an innovative environment to work together and inspire the ideas that will make an impact. As our external environment changes, our employees are provided the opportunities and tools needed to grow both personally and professionally to remain successful. NLU employees and dependents are offered a wide range of benefits, including but not limited to, Health Insurance benefits, Retirement benefits, Paid Time Off and Educational Benefits.</p>
What we offer	
Campus	Chicago IL -18 S. Michigan Ave, Lisle IL, Wheeling IL
Position Status	Regular-(permanent) Position
What you will do	<p>The <b>Events and Collaboration Coordinator</b> coordinates Leadership Connections, a national professional development conference, and other McCormick Center events, including staff meetings. The Events and Collaboration Coordinator coordinates new staff orientation and the “Buddy Program”; staff engagement activities; the Diversity, Equity, and Inclusion (DEI) task force logistics; and course credit with National Louis University and Illinois Gateways to Opportunity.</p>
Outcomes	<div><div><p><b>Essential Responsibilities:</b></p><ul style="list-style-type: none"><li>Coordinate Leadership Connections activities as assigned by the Events &amp; Communications Manager. Support the leadership team; the advisory council; the Paula Jorde Bloom Scholarship Committee; and awardees, keynote speakers, and presenters. Coordinate all conference logistics. Work with the leadership team to coordinate staff assignments and strategic planning. Assist with conference budgeting, evaluation, and design and marketing. Support conference partnerships, including sponsors, marketplace exhibitors, and vendors. Generate funders and registrants.</li><li>Coordinate Cvent work for the center, including Leadership Connections, of the center.</li><li>Coordinate logistics related to course credit for the center's professional Louis University and Illinois Gateways to Opportunity, and serve as primary contact on behalf of the center.</li><li>Coordinate logistics for all McCormick Center team meetings and the DEI task force activities.</li></ul></div><div><div></div><div><p>Hi! My name is Louie. What questions can I answer for you today?</p></div></div></div> <div>Chat</div>



**Education/Experience:**

Bachelor's Degree in Education, early childhood education, business, event planning, adult learning theory or related fields

1-3 years' Event planning and conference coordination, both in-person and virtual

1-3 years' experience Cvent or other registration software

1-3 years' team building

Ability to move or lift 50lbs.

May require regional and national travel

**Your Competencies**

**NLU Inclusion Statement:**

National Louis University is deeply committed to serving its community, advancing access and equity, and ensuring that all individuals are welcomed and valued. We are dedicated to fostering a culture where diversity, equity, and inclusion remain at the core of who we are. These are more than just words to us: they are truly a way of life for the NLU community. We recognize that differences in age race, gender (identity and expression), nationality, sexual orientation, physical and intellectual ability, and background bring richness to our work environment. We affirm diverse perspectives, innovative contributions, and authentic presentations of self from every member with in the NLU community. We believe inclusion is grounded in the actions we intentionally take each day. Our goal is to inspire and empower NLU employees and community members to cultivate an environment where we collectively focus on uplifting and advancing our institutional culture.

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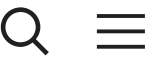
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