

YEI Event Coordinator
Position Description

Title: YEI Event Coordinator
Department: Young Entrepreneur Institute
Status: Full time
Reports to: Executive Director, Young Entrepreneur Institute
Date: December 2023
Prepared by: I. Frankel

Young Entrepreneur Institute (YEI) supports the advancement of youth entrepreneurship education by providing programming, professional development, consulting and access to curriculum and resources for K-12 teachers in and beyond the classroom across the nation. YEI receives grants from Burton D. Morgan Foundation, Charles Stewart Mott Foundation, Walton Family Foundation, and others to increase engagement in youth entrepreneurship activities in different regions throughout the US.

The YEI Event Coordinator is responsible for supporting YEI's programs and event initiatives, working closely with the YEI team to accomplish this. This position is dedicated to the mission of YEI – every child should understand and experience entrepreneurship.

Principal Position Responsibilities

Enspire Conference

Lead the planning and coordination of logistics for YEI's annual Enspire Conference in Northeast Ohio.

- Manage planning task list and timeline.
- Communicate with speakers, agencies, partners, sponsors, and outside vendors. Manage marketing and promotional plan, event website, event budgets, invoices, and vendor payments.
- Organize on-site event logistics, including set-up, registration, catering, and volunteer responsibilities.
- Support Enspire Conference events in Northwest Arkansas and other locations to be determined.

Celebrate Youth Entrepreneurship Day

Coordinate all event logistics for YEI's Celebrate Youth Entrepreneurship Day, including timelines, event schedule planning, speaker logistics, registration, marketing, website updates, transportation, and onsite activities. Collaborate with YEI team to understand all grant objectives related to attendance, pitch challenge and showcase activities, and the young entrepreneur market.

University School Entrepreneurship Programs

Support University School entrepreneurial initiatives.

- Lead at least one club at the US Lower School (K-8) or at the US Upper School (9-12)
- Support Young Entrepreneur Market events as needed through coaching, visiting markets and other event logistics

Perform additional duties as assigned.

Work with YEI team to identify and support new project opportunities; provide program and event support to other YEI staff. Participate in the University School staff community to foster good relationships with students, faculty, and administration by attending relevant morning assemblies, faculty professional development opportunities, and school events.

Qualifications

- 2–4 years of experience in project management or event planning.
- Dynamic, collaborative team member committed to increasing the organization's service of youth through entrepreneurship programming.
- Superior communication skills: written and verbal.
- Experience with building relationships and working with various stakeholders.
- Entrepreneurial and resourceful, with the initiative to develop and implement plans to strengthen, sustain and grow participation.
- Strong organizational and planning skills, including the ability to juggle projects simultaneously and to set priorities in a fast-paced, goal-oriented environment.
- Passion for the work of YEI and excitement about the potential of this position.
- Willingness to work occasional evenings and weekends.
- Flexibility to increase work hours during the weeks prior to and during the Enspire Conference
- Ability to lift boxes and stand for long periods during Enspire event

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