

Training Logistics Consultant | RFP

🏠 [Everybody Votes Campaign](#)

📍 This is a remote role

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ABOUT EVERYBODY VOTES CAMPAIGN

Everybody Votes Campaign (EVC) is a national non-partisan, not-for-profit coordinated civic engagement campaign active through the 2024 election cycle. The campaign aims to create a more representative democracy by registering millions of underrepresented voters across the country. This effort focuses on voter registration in a targeted fashion by conducting at-scale, effective, efficient, metrics-driven registration work. Through this work, we seek to fundamentally change the make-up of the electorate and to increase the political power of traditionally underrepresented communities in our democracy.

We directly fund organizations who execute voter registration and run quality control operations. We are dedicated to being active participants with the organizations to ensure their programs are effective and promote an investment in the future of emerging communities.

I. Project Background

EVC is hosting up to eight three-day in-person training events to be held April - July of 2023, and is hiring a Training Logistics Consultant to arrange all logistics for EVC's in-person training events. This is a short-term contract that will report to the Training Director. The Training Logistics Consultant is not expected to be available in person at the actual training events.

I. Project Overview

Responsibilities include:

- Handle all research and planning components of the logistics for up to eight states (FL, GA, MI, NV, AZ, PA, TX, WI) separate 3-day long in-person trainings across nine states, including but not limited to:
- Research multiple options for venues, lodging, catering, transportation, equipment rental, supplies, and any other logistical specifics necessary for these in-person events;
- Create supplies lists and coordinate with Program Assistant (PA) to order supplies for each training site; assist with creation of and coordination around day-of tick-tocks and logistics;
- Draft timelines and communications for 50 - 60 training participants (per training) to ensure their staff have the necessary supplies for each training, are on track to book any needed transportation and/or lodging needed for attendees, and have downloaded any tech or other tasks necessary for training attendees to complete before each training;
- Communicate with venues to book adequate training space, and ensure they have adequate PA and other necessary equipment;
- Act as the main point of contact for all vendors prior to and throughout events; liaise between vendors and EVC's Training Director; facilitate a handoff of in-person logistics details to the main point-of-contact at each training event;
- Research and then communicate with any speakers or special guests invited to one or multiple trainings;
- Give regular updates to the Training Director and larger Training Committee and attend at least one weekly virtual meeting with EVC staff.

Must Haves:

- Experience planning in-person events for at least 50 - 60 people
- Able to create timelines, stick to deadlines, and communicate effectively if a deadline won't be met;
- Highly communicative and able to communicate across Slack, email, and Zoom;
- Able to juggle logistics for multiple events simultaneously;
- Experience working quickly, and willingness to be flexible when needed.

Helpful but not required:

- Experience communicating and coordinating with multiple stakeholders and/or special event guests.
- References from prior similar projects

This is a short-term, contracted, remote position. Candidates may be in any time zone but will need to be available during regular ET work hours. Compensation is commensurate with experience, starting at \$5,000/month.

How to apply:

Please submit your proposal to training@everybodyvotes.com by March 3, 2023. In your proposal, please include a description of any prior relevant experience and CVs for the proposed coordinator. In addition, please present a full budget of costs including an hourly or monthly rate for the coordinator and any other costs, subject to negotiation before a contract is issued. Vendors will be required to complete a W-9 prior to invoicing.

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