



Strategic Events Consultant

Constellation Consulting, LLC is a team-driven organization seeking a contract Strategic Events Consultant who will contribute to a constellation of professionals working together to achieve client goals. This Strategic Event Consultant will manage events from beginning through implementation. Events are expected to be in-person, online, and possibly hybrid in nature, although most work can be done remotely.

Deliverables include:

- Creating and implementing event action/work plans including activities, required resources, and due dates.
- Developing and securing event and vendor contracts, and managing relationships as needed.
- Working with a Planning Team committee to develop event goals and objectives.
- Completing speaker engagement activities including seeking out appropriate presenters and panelists, developing and securing speakers agreements, and completing speaker preparation and communications.
- Crafting host/facilitator scripts.
- Understanding event promotion strategies including social media promo and traditional outreach and engagement efforts; and experience in crafting, scheduling, and implementing attendee communications.
- Completing applications and securing Continuing Education Units with a variety of entities based on the required needs (for example, social workers, community health workers, nurses, etc.).
- Supporting sponsor and exhibitor procurement and collaboration opportunities.
- Understanding event technology options.

Our ideal candidate will:

- Be a self-starter, have the ability to take the initiative to complete tasks under little direction, and understand how to work towards completing deliverable-based work plans.
- Understand and operate well in a team-driven organization who work together to achieve client goals.
- Have proven experience managing and supporting other team members assigned to a project.
- Have a minimum of five years of events logistics and promotion experience.
- Have previous experience in public speaking (for example, hosting a large fundraising event, moderating a panel, serving as an organization spokesperson).
- Have previous experience working as an independent contractor, or extensive experience working with independent contractors with an understanding of contract- and deliverables-based work.
- Have previous experience generating status reports for internal and external team members.
- Have previous experience working in Whova, Wordpress, and online project management apps (although not required).

Constellation Consulting is based in Albuquerque, however candidates throughout New Mexico are encouraged to apply. Selected candidate should have reliable access to a computer and wifi. Work can be done remotely, however Constellation's office is available for meetings as needed.

To apply, applicants should submit a resume and proposal/narrative of experience and skills listed above, and professional references to suzanne@ConstellationNM.com. Pay scale based on final scope(s) of work.

CONSTELLATION CONSULTING, LLC

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www.ConstellationNM.com

www.NMHealthEquity.org

www.NMStudentHealth.org