



Strategic Events Consultant

Constellation Consulting, LLC is a team-driven organization seeking a Strategic Events Consultant who will contribute to a constellation of professionals working together to achieve client goals. This Strategic Events Consultant will manage events from beginning through implementation. Events are expected to be in-person, online, and possibly hybrid in nature. Position is based in New Mexico, and work may be done remotely. The candidate will be expected to be on-site for events, most of which happen in Albuquerque. Position may be a part-time employee or contractor role.

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 projects and/or supporting other team members assigned to a project.
- Have a minimum of two 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 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 be available to complete work during regular business hours. To apply, applicants should submit a resume and proposal/narrative of experience and skills listed above (please note if you are interested in a part time employee or contractor position), and professional references to kael@ConstellationNM.com. Pay scale based on final scope(s) of work.