



JOIN THE conSTELLAtion!

Events Coordinator

Stella supports the female entrepreneurial journey at every stage by providing rigorous action-based business training programs, high-touch mentorship, curated consulting services, and access to capital. Our competitive advantage is our network. Stella is a powerful conSTELLAtion — a diverse network of professionals, serial entrepreneurs, and investors with deep functional expertise across industries. From services to capital, the Stella Community connects female-identified founders and investors to the right resource at the right time. From ideation to exit, female founders — and the funders who champion them — look to Stella for its inclusive community, accessible curriculum, intentional coaching, annual Venture Summit, fundraising opportunities, and investment services.

YOU'D BE A STELLAR FIT IF YOU

- Get excited about the startup and investing world, especially as it relates to womxn-led
- Love taking the lead with your ideas, bringing them from ideation to fruition
- Execution is among your top strengths
- You work well with minimal supervision and direction
- You like the freedom of remote, independent work
- Are obsessed with event management and planning, both in person and virtual. You really do love it and keep an eye on what's next
- You don't overlook engagement. In fact, you like building community and are confident commenting/having conversations with other people and brands on social
- You are highly detail-oriented and double-check every detail
- You have great project management skills, adhering to, and setting timelines,



deliverables and priorities

- You are a self-starter and not afraid to take initiative or direction
- You have the ability to implement events in cities outside of your own
- You are an outgoing community builder, able to plug in anywhere you are planted

RESPONSIBILITIES

- Brainstorm and establish event objectives/goals, brand colors, theme, programming, vision, etc. in collaboration with the CEO and Executive Team
- Determine master task list, including subtasks. Break down into categories and phases, and assign deadlines (utilizing Asana, Google Suite of Services).
- Review, organize, and manages key event elements regularly
- Ticket registration management (setup, monitor, promo code creations)
- Create and finalize event run of show timeline
- Lead final prep meeting (dress rehearsal–5 total)
- Serve as virtual stage manager for each virtual event
- Schedule and attend video conference calls with the team (weekly)
- Marketing support (everything must be approved in advance by the CEO):
- Content support for event-related marketing campaigns/communications with Marketing Coordinator
- Coordinate with PR to create copy for website, ticketing platform, and communications
- Manage event community partners: communications, contracts, and all deliverables (on both sides of the relationship)
- Review key event elements regularly. Key event elements to include but not limited to: vendors, sponsors, marketing, speakers, audience (entrepreneurs, investors, etc), programming, showcase, website, event marketing, ticket registration, event app, etc.
- Update and monitor event logistics-related budget
- Co-create main event agendas in collaboration with the CEO



- Research and recommend potential speakers
- Speaker management (contracts, calendaring, prep calls, promotional materials, event registration, etc)
- Research venue(s), analyze, prepare final recommendations, and book
- Research vendor(s), analyze, prepare final recommendations, and book. Vendors may include but not limited to: photographer, videographer, decor/event design, musicians, caterer, etc.
- Research travel accommodations (flight, hotel, car) needed, analyze, prepare final recommendations, and book for all travelers
- Entire ticket registration management (setup, monitor, promo code creations)
- Coordinate/communicate/serve as main point of contact with vendors
- Create and finalize event run of show timeline
- Lead final prep meeting (dress rehearsal) with Team
- Organize event swag (source, design, organize)
- Purchase event supplies, as required
- Prepare room diagrams
- Meet and coordinate with event key leads, staff, and volunteers prior to event
- Site visits
- Lead dress rehearsal (during the week of event) with team, non-team participants, and venue coordinators
- Check-in with vendors with final plan
- Draft, review, and finalize script*
- Create Event Manual and binder

During Event:

- Oversee and check set up of event
- Check-in and serve as liaison with speakers, venue coordinator, and vendors*
- Check-in with event production company, if necessary
- Organize snacks, meals, and drinks for Team, speakers, key sponsors*
- Manage Event Key Leads and volunteers
- Tear down of event and organize items to be returned to appropriate parties



Post Event:

- Closeout tasks, including cleaning up and updating project management platform
- Reconcile budget
- Download, edit, organize, and upload event recordings
- Team debrief
- Set up and review post-event surveys
- Debrief with event vendors, key speakers and sponsors, and venues

REQUIRED SKILLS / ABILITIES

- Excellent verbal and written communication skills
- Excellent interpersonal and networking skills with a variety of personalities and positions
- Ability to partner cross functionally, through strong relationship building and communication skills, with all levels of management
- Experience in content management and creative writing
- Critical thinker with strong problem-solving and research proficiencies
- Knowledge of both virtual and in-person event planning
- Solid organizational skills and detail oriented
- Creative mind with superb written and verbal communication skills
- Ability to simplify complex information into a user-friendly format
- Proficient in Google Workspace, Canva or Adobe Creative Suite, Wordpress, Mailchimp, Hubspot, Slack, Asana, Remo, and Airtable.
- High level of empathy for the entrepreneurial journey of all diverse founders

EDUCATION & EXPERIENCE

- Bachelors degree in Marketing, Communications, Business, Finance, Economics, or related field required



COMPENSATION

This is an Independent Contractor position ranging from \$23-\$30 per hour at 40-60hrs per month.