



"GATHER. CONNECT. AFFECT."

Black Tech Nation Event Planner

Black Tech Nation (BTN) is a social good organization dedicated to creating and growing a black tech ecosystem in and throughout Pittsburgh's burgeoning tech economy. Our motto - "Gather. Connect. Affect." - is our call to action to gather the region's black tech professionals, entrepreneurs, and enthusiasts, connect them with Pittsburgh's tech workforce, and affect the entire tech community through education, policy change, and advocacy; thus, creating a more equitable tech ecosystem in Pittsburgh.

BTN is currently seeking an Event Planner to join our team on a project-by-project basis. Our events manager will organize and manage all BTN events and gatherings (2-3 per month). The ideal candidate will have over 1 year of event management experience and possess the following skills:

THE FOLLOWING SKILLS ARE STRONGLY SUGGESTED:

- Very organized and strong ability to multitask
- Works best with clear to-do lists.
- Great time-management skills
- Great writing and communication skills; overly communicative.
- Ability to manage a budget
- Comfortable working in a fast-paced, unpredictable startup environment

PREFERRED SKILLS:

- Comfortable speaking to large groups with high-profile professionals
- Technically savvy - comfortable using Google Suite, Mailchimp, Slack, and Trello (we can potentially train you)
- Great research skills – ability to find information quickly
- Ability to lead a team effectively

RESPONSIBILITIES INCLUDE:

- Plan and manage all aspects of BTN events - approximately 3 per month.
- Collect, organize, and maintain data of event attendees and report back to Executive Director.
- Correspond with website manager to make sure events are added to website.
- Correspond with Community Engagement Manager to make sure correct event information is advertised to the community.
- Work with Marketing and Content Manager to ensure that components of event are on par with overall marketing strategy and messaging.
- Work with Executive Director on event sponsorship proposals to potential company partners
- Create and disseminate press releases for BTN events (locally and nationally as necessary)
- Correspond frequently with local and national journalists/media outlets for BTN events

Team Duties

- Attend weekly meetings with Executive Director
- Attend monthly meetings with entire team
- Attend occasional team dinners with company partners
- Attend all BTN events
- Work with assigned interns (if applicable)
- Other tasks TBD (to be determined)

If interested, please email [**blacktechnation@gmail.com**](mailto:blacktechnation@gmail.com) with the title of this position in the subject line. Please share with us your resume or LinkedIn, and a cover letter detailing any relevant experience.

We look forward to working with you!