

## ESI Speakers Bureau Coordinator

### Ellyn Satter Institute (ESI)

The Ellyn Satter Institute, a non-profit organization, seeks a mature, personable, well-organized individual with excellent computer and telephone skills for this position. The Speaking Coordinator manages and organizes all speaking-related issues: processes requests from prospective sponsors, negotiates contracts, prepares invoices, provides speaker support and accomplishes all goals related to the speaking event.

#### **Hours, salary, benefits, location, supervision**

- Hours: 10-24 hours/month, depending on speaking requests.
- Wage: \$20.00 per hour.
- Benefits. None. To expand as resources allow.
- Location: Your location; your computer.
- Supervision: You report to the Executive Director.

#### **Responsibilities**

##### **1. Manage speaking requests**

- a. Receive requests from prospective sponsor, (see <http://ellynsatterinstitute.org/st/sponsorship.php>).
- b. Initiate communication with prospective sponsor.
- c. Gather required information regarding audience, venue, desired training, etc.
- d. Manage templates and mail merges for efficiency and accuracy.
- e. Use contact management system and other programs to record all communications and processes related to the speaking request.

##### **2. Negotiate contracts**

- a. Identify potential [speaker](#) and [topic\(s\)](#).
- b. Consult with speaker to firm up offerings
- c. Agree upon speaking event times, talks, and prices.
- d. Recommend ESI materials for purchase to support the workshop.
- e. Collaborate with speaker and sponsor to create Memorandum of Understanding.
- f. Acquire all required signatures for final MOU.

##### **3. Oversee invoicing and materials fulfillment**

- a. Generate invoice information for bookkeeper from finalized MOU
- b. Work with administrative assistant to ship ESI materials.

##### **4. Provide speaker support**

- a. Introduce speaker to sponsor.
- b. Inform speak when contracting is complete.

- c. Facilitate arrangements between speaker and sponsor.
- d. Respond to speaker and sponsor needs.

**Required qualifications**

- Home computer with internet access
- Highly skilled with computer and good at learning new programs
- Intermediate Microsoft Office experience
- Flexible availability in response to demand
- Reliable telephone and good communication skills

**Preferred qualifications**

- Experience using Adobe Acrobat Professional
- Familiarity with CRM programs (ESI uses Redhorse)
- Understanding of online storage (ESI uses Dropbox)
- Familiarity with email marketing services (ESI uses Constant Contact)
- Open to infrequent travel

**To apply**

- Send resume, cover letter and two recent references to: [esi@ellynsatterinstitute.org](mailto:esi@ellynsatterinstitute.org)
- Deadline for all materials: (two week after posting)