



## **POSITION ANNOUNCEMENT CONVENTION COORDINATOR**

**National Lawyers Guild, National Office  
Independent Contractor, Limited Duration**

The Convention Coordinator (Coordinator) is an independent contractor whose principal task is to coordinate the details of the National Lawyers Guild (NLG) annual convention. Coordinator will work with the Interim Executive Director of NLG, JML Santiago, and work closely with the NLG National Office (NO). Coordinator will be responsible for the Key Duties as outlined below. Coordinator will work remotely prior to the event, be available for one (1) site visit in-person prior to the event, and will work on-site for the duration of programming during the event, including arriving at least one (1) day prior to the first day of programming.

**About the National Lawyers Guild:** National Lawyers Guild (NLG) is a membership-based organization with a longstanding commitment to racial, economic, gender, disability, queer liberation, the rights of people who are incarcerated, prison and policing abolition, and more. Our mission is to use law for the people; we unite lawyers, law students, legal workers, and jailhouse lawyers to function as an effective force in service of the people by valuing human rights and the rights of ecosystems over property interests. This is achieved through the work of our members, and NLG's numerous organizational committees, caucuses, and projects, reflecting a wide spectrum of intersectional issues. The annual National Convention is a membership-wide 4-5 day event with educational programming for Guild members, and an opportunity for members, leadership, projects, committees, chapters, and regions to gather, plan work, and build our movement.

**Location:** Remote with travel to convention site (1-2 trips), in Birmingham, Alabama.

**Term:** The services to be performed will begin immediately upon hire and continue through November 20, 2024.

**Fees and Reimbursable Expenses:** These services shall be provided for \$10,500.00. Travel expenses for the NLG Convention will be limited to hotel accommodations during the site visit and the convention dates of October 30-November 3, 2024, and a reimbursable travel budget of up to \$1,700.00.

**Required Qualifications:**

- Commitment to NLG principles (including, but not limited to, anti-racism, anti-imperialism, anti-capitalism, and anti-oppression)
- Commitment to and experience in organizing accessible programs (including, but not limited to, disability access, language access, financial access, etc.)
- 5+ years professional experience in organizing events, conventions, or similar activities
- 2+ years of experience in virtual and hybrid programming and engagement
- Excellent project management and time management skills
- Ability to work collaboratively
- Must be authorized to work in the United States.

**Preferred Qualifications:**

- Familiarity with GoogleSuite, MS Office, Sched, and Zoom

**Expectations:**

Coordinator should expect to attend (in-person or via phone conferencing) at least 1 meeting each month starting 7-8 months before the convention, plus additional meetings and planning time during the final 6-8 weeks before the convention. The Coordinator may also be expected to travel to the host town for a site tour and personal meeting with NO staff and the host chapter. The Coordinator will be on-site the day before programming begins and for the duration of the actual convention.

**Key Duties:**

- Pre-Event Planning:
  - Consult with the NO on venue site selection, negotiation and contractual agreement.
  - Review the “2024 National Lawyers Guild Annual Convention – Convention Schedule Planner” (Convention Schedule Planner) with NO Staff to capture and manage scope of work for Coordinator and Staff.
- Coordination with the NO:
  - Consult, coordinate, and connect with NO Staff during monthly planning meetings during the 7-8 months prior to the event, plus additional meetings during the final 6-8 weeks prior to the convention, using the Convention Schedule Planner as a guiding document.
  - Communications will include video conference, email, and via telephone, plus additional details outlined in the “Expectations” section below.
  - Support the NO to manage timelines, tasks, and to hold the big picture needs along with the granular details.
  - Provide feedback to the NO about any concerns, questions, or suggestions.
- Coordinate with Director of Communications (Marco Galaviz Luna) on publicity, promotion, and printing of materials.
  - Support timeline and share any best practices

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- Coordinate with Director of Education (Traci Yoder) on Event Schedule
- Venue Arrangements:
  - Act as liaison between Host Chapter, NO, and convention site regarding all hotel meeting room details: set up and room assignments, audio/visual requirements, hybrid event including Zoom or other videoconferencing coordination, coordinating with food & beverage selection for receptions and banquet (consult with NO), meal guarantees (w/ NO), shipping, transportation, hotel signage, special accommodations (accessibility), and other details
  - Negotiate costs to adhere to the budget
  - Liaison with hotel about audio/visual requirements, food & beverage selection for receptions and banquet, meal guarantees, shipping, transportation, hotel signage, special accommodations (accessibility) and other details
  - Collect and share site information with the NO: hotel meeting room layout, parking information
  - Schedule meetings as needed
  - Assign all rooms: major panels and workshops, meetings, special events
  - Coordinate vendor requests, organize tables, collect payment
  - Assist with in-person and remote access coordination for all events
  - Handle all “last-minute” requests, challenges, and situations that come up throughout the convention weekend
- Tabling:
  - Coordinate vendor requests, organize tables, collect payment
- Post-Convention:
  - Participate in debriefing and after-event evaluation of Convention and
  - Provide feedback on working relationship with the NO Staff

### How To Apply

Submit a letter of interest, a resume, and two references in one PDF document to [jobs@nlg.org](mailto:jobs@nlg.org), with “[Full Name] - Convention Coordinator” as the subject of the email.

Applications will be evaluated on a rolling basis until the position is filled. Please apply early to ensure your application is considered.

The NLG National Office complies with federal and state disability laws and makes reasonable accommodations for applicants and contractors with disabilities. **If reasonable accommodation is needed** to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, **please contact [jobs@nlg.org](mailto:jobs@nlg.org).**

*The NLG is an affirmative action, equal opportunity employer. People of color, trans and LGBTQ people, women, people with disabilities, immigrants, formerly incarcerated people, and people who have lived in poverty are strongly encouraged to apply.*

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