



Freelance In-Person and Virtual Events Manager

NEHI (Network for Excellence in Health Innovation) is a national nonprofit organization based in Boston and composed of stakeholders from across all key sectors of health and health care. Its mission is to advance health care policy and practice recommendations that improve productivity, drive better outcomes and address unmet needs through innovation. For more information, visit www.nehi-us.org.

Position Summary:

NEHI currently has a remote, flexible-schedule opportunity for an experienced Events Manager to work approximately 20+/- hours per week, possibly with occasional travel to our offices in Boston's financial district for meetings and planning. This individual will collaborate with internal and external stakeholders to manage, plan, implement and coordinate a variety of in-person and virtual events in support of our mission. These events include our signature Innovators in Health Awards (IIH) event, taking place in late October, as well as meetings, webinars, and in-person/virtual/hybrid conferences.

Responsibilities:

- Managing In-Person Event Logistics, including venue design and setup, food and beverage, AV equipment and other required technology, printed materials, signage, photography, flowers, etc.
- Managing Virtual and/or Hybrid Events, including working with vendors to determine the appropriate solution, working with providers to develop operating procedures to deliver a high-quality experience, and troubleshooting any issues in advance or during the event

Desired Skillset:

- Exceptionally strong technical skills with Virtual Meeting and Webinar platforms, including Zoom, Microsoft Teams,
- Experience planning and executing in-person, virtual, and hybrid conferences and meetings
- Strong skills in Microsoft suite applications, including Word, Excel, PowerPoint, and MS Teams
- Diligent, conscientious individuals with strong organizational skills and the ability to handle multiple priorities in a fast-paced environment.

To Apply:

Please forward a resume, letter of interest, and compensation requirements to careers@nehi-us.org. Please include Freelance Events Manager in the subject line of the email.

NEHI warmly encourages all applicants. NEHI is a proud Equal Opportunity Employer and prohibits discrimination and harassment of any kind. All employment decisions at NEHI are based on business needs, job requirements and individual qualifications, without regard to race, color, age, religion or belief, family or parental status, or any other status protected by the laws or regulations in the locations where we operate.

