



## Director of Events

**Organization:** Chabad on Campus International

**Location:** Brooklyn, NY

**Position Type:** Full-time

### About Chabad on Campus International (COCI)

Chabad on Campus International is at the forefront of Jewish life on campus, supporting the sustainability and success of the 360+ Chabad Houses serving 890+ campuses, championing robust Jewish life and learning on college campuses around the world. Together with Chabad House Directors, we seek a future where every Jewish student has a deeper affinity, connection, and understanding of their faith, heritage, and identity.

Based in Brooklyn, New York, COCI has a team of over 30 dedicated individuals and an annual operating budget of \$20M. Given COCI's mission of promoting a campus life where Jewish identity and Jewish pride can thrive in all circumstances, we are investing in a strategic growth initiative to significantly increase our impact, which is needed more than ever during these volatile times for Jewish students on campus.

### Position Overview

Chabad on Campus International (COCI) is seeking a Director of Events to lead and coordinate all aspects of event and trip planning, including logistics, vendor management, and participant experience. The Director will oversee all events and trips, ranging from intimate gatherings of 20 to large-scale events with 2,000+ attendees, as well as weekend events and multi-day hotel stays, while ensuring alignment with the program vision. The ideal candidate will be a hardworking, solution-oriented leader with 5+ years of event management experience who excels in managing a dynamic team, ensuring seamless event execution, and is skilled at multi-tasking, problem-solving, and improvising when necessary to ensure event success.

### Primary Responsibilities

- **Event & Trip Operations Management:** Manage and coordinate all aspects of event and trip operations, including catering, venues, audio-visual needs, supplies, and other event vendors.
- **Event & Trip Program Experience Management:** Oversee the event and trip program experience, including production, team and volunteer roles, and special touches that enhance the participant experience.
- **Collaboration & Planning:** Collaborate with relevant departments to define the program's vision and then carry out the plan, including sourcing, negotiating, and managing vendors, production staff, and suppliers.
- **Team Leadership:** Lead and manage the events team, including internal staff, external event providers, and volunteers, to ensure smooth event execution.
- **Scheduling & Specifications:** Ensure that events stay on schedule and meet event specifications.



- **Logistics Oversight:** Oversee all event logistics from planning to completion, considering the event's requirements, target audience, and goals.
- **Event Improvement:** Provide suggestions for improving event success and take proactive steps to address any issues that arise.
- **On-site Management:** Be present at all events, overseeing their execution from start to finish.

### Qualifications

- **Event Management Experience:** 5+ years of event management experience with a proven track record of success.
- **Leadership & Collaboration:** Strong management skills, including the ability to lead and collaborate with a team to achieve project goals within specified deadlines.
- **Solution-Oriented:** A proactive, solution-oriented personality that thrives in fast-paced environments.
- **Interpersonal Skills:** Excellent interpersonal skills, with self-motivation and a positive, proactive attitude.
- **Organizational & Time Management:** Outstanding organizational, time management, and multitasking abilities.
- **Adaptability:** Flexibility and adaptability to shifting organizational priorities.
- **Mission Alignment:** Strong alignment with the mission and values of the organization.
- **Problem-Solving:** Comfortable with ambiguity and able to quickly solve problems, adjusting priorities as needed.
- **Communication Skills:** Excellent verbal communication skills, essential for effectively engaging with vendors and team members.
- **Quick Decision-Making:** Ability to make fast decisions and resolve issues under pressure, as events can be unpredictable.

### Benefits:

- Generous paid time off schedule
- Paid training
- Health insurance
- Dental and vision insurance
- Retirement plan
- Flexible spending accounts
- Paid parental and family leave
- Bereavement leave
- Short-term and long-term disability coverage

**Compensation:** The salary range for this role is \$80,000 to \$90,000, plus benefits. We are open to discussing the compensation package based on your experience and qualifications, with the goal of offering a competitive package that reflects your skills and background.

**To Apply:** Please click [here](#) to submit your cover letter, resume, and salary expectations.