



External Affairs and Events Coordinator

The DesignLights Consortium (DLC) is looking for an External Affairs and Events Coordinator to support our consortium by planning a variety of outreach, engagement, and event activities to build awareness, collaborations, and partnerships for saving energy and the environment.

Our ideal candidate is super organized, creative, and an excellent communicator who understands the importance of engaging people to create and implement solutions. This role works in the Communications group and has daily involvement in the messaging and outreach to our many stakeholders. The work that we do creates change at scale, which is possible due to the involvement and feedback of our members and stakeholders. You spearhead the variety of events and functions, both in person and online, to facilitate sharing and collaboration.

The External Affairs and Events Coordinator provides customer service and contact management through email, work management tools, and various meeting platforms. Prioritizing workloads and developing organizational systems are key as you work with our supportive and dynamic team.

The DLC team is smart, passionate, and dedicated to the success of the organization and our teammates. We work with integrity, we prioritize collaboration, we are committed to diversity, and we work for a positive environmental impact.

We offer a fast-paced and supportive work environment, competitive salary and bonus structure, excellent benefits, and paid time for volunteering. The DLC is committed to an organizational culture of non-discrimination and equal opportunity for all employees and qualified applicants and minority candidates are encouraged to apply.

Resume with a cover letter should be submitted to:

Stephen White, Chief Operating Officer

swhite@designlights.org

No phone calls please.

About the DLC:

The DesignLights Consortium (DLC) is a non-profit organization dedicated to accelerating the widespread adoption of high-performing commercial lighting solutions. The DLC promotes high-quality, energy-efficient lighting products in collaboration with all industry stakeholders by defining quality and establishing specifications, facilitating thought leadership, and providing tools, resources, and technical expertise to members and industry.

The DLC has successfully helped to advance high performance lighting to realize significant gains in energy efficiency and broad scale energy reduction across the commercial sector from the adoption of DLC qualified products. The DLC develops and manages specifications that inform Qualified Products Lists (QPL) for LED lighting, horticultural lighting, and networked lighting controls, as well as responsible light at night, which are required by energy efficiency programs for rebate eligibility.

Overall Responsibilities:

- Act as liaison for planning and communication activities to stakeholder working groups and the Board of Directors.
- Lead work to prepare DLC team members for external meetings.
- Fully coordinate online and in-person external events, including site selection, planning, agenda development, registration, logistics, and documentation.
- Work with the COO on event budget and vendor contract management.
- Coordinate internal events, including in-person or virtual team meetings.
- Ensure email and voicemail inquiries are answered or appropriately routed and responded to in a timely manner.
- Manage contact lists through website backend and CRM databases, and support business lead with IT and software development to optimize contact management systems.

Qualifications:

- Proven experience with events and meeting coordination and management
- Outstanding communication abilities
- Excellent organizational and ownership skills
- Ability to work on multiple projects simultaneously
- Experience working with CRM systems, WordPress, and meeting management software (GotoWebinar, Zoom, Teams)
- Excellent knowledge of MS Office and office management software
- Bachelor's degree or higher preferred

Salary and Benefits:

- Salary commensurate with experience
- Benefit plans including comprehensive health, Flex Spend
- Matching 5% 401K plan
- Flexible work schedule
- The position is remote/hybrid/in person located in Medford, MA
- Some travel required for meeting planning and management