



## **Hartford International University is seeking an Events Coordinator**

Hartford International University for Religion and Peace, a 187-year-old institution with programs that focus on interreligious dialogue and peacebuilding, is seeking an energetic and motivated Events Coordinator to join a committed team. Diversity, equity, and inclusion have been part of our DNA for decades, and we are committed to building a diverse and inclusive staff to support our diverse student body and constituents. Hartford International is an equal opportunity employer.

Hartford International is in the midst of an exciting process of strategic change: redesigned academic programs, new partnerships, and emerging centers. In 2021, we changed our name from Hartford Seminary to Hartford International University for Religion and Peace (HIU) to better represent our longstanding mission as a place that builds community and works toward peace through interreligious understanding.

### ***Position Overview***

The Events Coordinator is a new position that will report directly to the Director of Communications. Professional development is a priority for this growing communications team. In-person work is required, so candidates should live within commuting distance to Hartford or be willing to relocate.

### ***Key Responsibilities***

- Run in-person and online events for HIU, including Zoom setup, registration, website posting, run-of-show, communicating with speakers, managing the event itself, and follow up
- Manage events in and assist Executive and Professional Education area
- Manage livestreaming for Community Prayer and other in-house events
- Assist with Graduation and Convocation
- Assist with Enrollment and Recruitment events
- Assist with Development-related events and alumni relations

### ***Qualifications***

We are seeking a candidate with event management experience, a positive attitude, and the willingness to learn new skills. Experience with databases such as Eventbrite, online platforms such as Zoom, and audio-visual equipment is a plus. Experience and college degree preferred.

### ***Applications and Nominations***

To apply or nominate a candidate, please contact [humanresources@hartfordinternational.edu](mailto:humanresources@hartfordinternational.edu). If applying, a resume and cover letter are required. Only candidates who are selected for interviews will be contacted.