

Job Title: Events & Partnerships Coordinator

Office Location: Downtown LA, Pasadena, or Oakland

Verdical · (vər-dək-(ə)l) · *n.* an upward trend in positive environmental impact

WHO WE ARE

- Verdical Group is a leading sustainability consulting firm focused on decarbonizing the built environment. We've developed a nationally known brand and industry leading reputation since the company was founded in 2012.
- We specialize in the following services:
 - o **Events:** we produce the nation's largest annual [Net Zero Building Conference](#).
 - o **Engineering:** energy modeling, daylight modeling, life cycle assessment, commissioning
 - o **Green Building Certifications:** LEED, Fitwel, WELL, Living Building Challenge, CALGreen
 - o **Sustainability Strategy:** net zero, zero carbon, program management
- Our core values include: environmentalism, fun, inspiration, adventure, and continuous learning.
- We're a growing group of 12 team members with an aggressive plan to expand our revenue and team by 60% in 2021.
- We're incorporated as a Benefit Corporation and a high-scoring [Certified B Corporation](#), meeting rigorous standards of social and environmental performance, accountability, and transparency.
- We're a 1% for the Planet [Member Company](#): we walk the talk - donating 1% of our annual revenue, not just profit, to environmental nonprofit organizations.
- We are committed to antiracism: our diverse team is one of our greatest assets.
- Visit us at www.verdicalgroup.com to learn more, and watch our About Us video [here](#).

WHO YOU ARE

- You're an entry-level professional with excellent people skills.
- You'll manage event speakers, committees, exhibitors, attendees, and volunteers.
- You'll plan and execute events from concept to implementation, including conferences, galas, large meetings, and webinars.
- You'll do venue research and help develop proposals and cost comparisons.
- You're prepared to support all event logistics, including vendors, sponsorships, marketing, and on-site tasks.
- You will assist with sponsor outreach and coordination.
- You're comfortable managing multiple projects simultaneously to meet deadlines in a timely manner.
- You'll collaborate with the marketing team to produce quality assets for each event.
- You are comfortable serving as brand ambassador for at industry events to assist with business development.
- You're an all-star talent who wants to work as part of a highly respected and growing team.
- You're an inspired changemaker who wants to work in a fast-paced start-up environment.
- You thrive in a work hard / play hard environment where you're surrounded by likeminded, passionate sustainability professionals who are working to change the world.
- You are committed to making a positive social and environmental impact on the world. You will be evaluated quarterly on your performance and progress in these areas.

REQUIRED QUALIFICATIONS

- Bachelor's degree.
- Excellent written and verbal communicator.
- Excellent people skills.
- Fastidious attention to detail in all aspects related to event project management and delivery.
- Familiar with Microsoft Office and Google Suite, with particular experience in PowerPoint and Excel.
- Ability to quickly learn additional software.
- Some event planning experience is preferred but not required.

COMPENSATION & BENEFITS

- Full time exempt salary position
- Compensation commensurate with experience
- 100% company paid Health insurance (gold level PPO) and dental insurance
- \$750/year continuing education stipend + 100% firm paid credential exams and renewal fees
- \$100/month cell phone benefit and \$100/ month transportation benefit
- IRA (after one year of employment)
- Paid Time Off (PTO) for vacation and sick days + unpaid time off available for high performers
- 9 paid annual company holidays
- Flexible office schedule
- Regular team great outdoors adventures and coffee meet ups

APPLY

- Send an email with both PDF cover letter and resume attached to: applicants@verdicalgroup.com
- Title both the combined PDF and the email "Events & Partnerships Coordinator - [Your Name]"
- We welcome applicants of all backgrounds and encourage potential fits to apply even if you do not meet the criteria outlined above. We look forward to hearing from you!