



Events Consultant, Fortaleza, Brazil

Organization

The Institute for Transportation and Development Policy (ITDP) promotes sustainable and equitable transport worldwide. ITDP is a nonprofit organization headquartered in New York City with offices in Africa, Brazil, China, India, Indonesia, Mexico and the United States. ITDP's programs focus on bus rapid transit, non-motorized travel, travel demand management, parking, transport policy and urban development. More information about ITDP can be found at www.itdp.org.

This position works with the MOBILIZE Conference under the Global Program. Mobilize is the annual sustainable transport summit of ITDP, which brings together urban transport and development practitioners alongside world-class researchers to celebrate best practices and accelerate implementation of sustainable transport projects. The select city hosts MOBILIZE Summer of 2018. MOBILIZE spotlights the achievements of the winning city and gives transport professionals and researchers from around the world an opportunity to experience the city as a learning lab with lessons on how to get world class projects implemented.

The Events Consultant will report to the Mobilize Lead. S/he will be part of the ITDP New York team.

RESPONSIBILITIES

- Work in tandem with the Mobilize Lead to coordinate logistics for MOBILIZE 2019, often remotely with team in New York City
- Assist in relationship building and communication between Local Government, NGO and Private Sector partnerships in Fortaleza
- Coordinate Site Visits Logistics for Mobilize 2019
- Seek out and Coordinate Venues, Accommodation, Visas, Caterers, Transportation, Exhibition Installation, Merchandize Vendors etc.
- Seek out volunteers or temporary staffing during MOBILIZE dates as on the ground support
- Communicate and Coordinate between Mobilize Lead and Vendors; request quotes, samples and site visits etc.
- Provide on the ground orientation and coordinate site visits during reconnaissance trips for Mobilize Leads
- Coordinate meetings with the Mobilize Host Committee, Officials, Sponsors or VIPs via phone or in-person
- Assist in coordinating logistics for ITDP and related Partner events

- Research media outlets, collect contacts for Communications Lead
- Research Sponsorship opportunities for Development Lead
- Other duties as assigned

REQUIRED QUALIFICATIONS

- 1-3 years of experience in event planning, project management
- Desired experience working with international groups or events
- Strong research skills, organized and independent in executing task
- Strong communicator in written, oral and interpersonal communication skills
- Knowledge of the social, cultural and political dynamics of Fortaleza
- Proficiency with Microsoft Office software and Google Drive
- Language proficiency in English and Portuguese

Timeframe:

November or December 2018-March 2019, 8-10 hours per week

April -June 2019 15-30 hours per week

June 20-28 40-60 hours per week**

July 2019- 8-10 hours per week

* Available during reconnaissance visit in August 2018 40 hours in Fortaleza, Brazil.

**Available during the two weeks before and the week of conference must be available for programed days in June 2019 in Fortaleza, Brazil. Local hire in Fortaleza preferred.

To apply please send a cover letter and resume to jobs@itdp.org with "Events Consultant, Brazil" in the subject line. No phone calls, please. Applications will be accepted until **November 15, 2018.**