

## **WWCDA Events Coordinator Search**

### **About the WWCDA**

The Women's White Collar Defense Association (WWCDA) was founded in 1999 to help relieve a glaring lack of women practicing in white collar defense. Our professional activities are crucial to promoting diversity in the practice, providing educational programs, networking, and developing business.

WWCDA is a 501 (c)(6) organization with 49 chapters throughout North America, Europe, Latin America, and Asia Pacific. The WWCDA boasts more than 3,500 women practicing in the area of white-collar defense law. Many of our members previously served in government positions and corporate roles, including notable members who are former corporate General Counsels, Chief Compliance Officers, and high-ranking government officials.

WWCDA promotes the common business and professional interests of women attorneys and other professionals who specialize in white collar and other defense and compliance work. Their clients are corporations, organizations, and individuals facing government enforcement actions (criminal, civil, regulatory, and administrative), internal investigations, compliance, and other defense issues.

### **Responsibilities**

We are searching for an experienced event planner to manage production-through-completion of 7 annual WWCDA events, 2 major and 5 smaller events. These events include two marquee in-person events (the Leadership Retreat & Annual Meeting and Awards Dinner Gala), and 5 smaller panel discussion events hosted predominately at law firms during the lunch hour (in-person and virtual).

This role demands a detail-oriented, polished, tech-savvy, and creative professional.

*Responsibilities include:*

- Coordinate and collaborate with WWCDA's volunteer leadership team to establish and execute on the requirements for events.
- Coordinate with WWCDA's Information Technology team to facilitate webpage, registration and invitation design, and functionality, distribution, responses, and more.
- Coordinate with WWCDA's Marketing and Communications team to facilitate all tasks necessary for the events.
- Run event registration process using existing technologies.
- Act as a liaison with event venues on behalf of WWCDA throughout the planning process.
- Facilitate logistics including generating guest lists, identifying technology needs, handling venue preparation, identifying local staffing solutions, and more.

- Create nametags, facilitate check-in, and other miscellaneous activities for events.
- Oversee client experience including managing virtual and on-site preparations, production, event breakdown, and any event follow-up. Must ensure consistent, high-level service throughout all phases of the event.
- Troubleshoot any issues that arise before, during, or following the events.

### **Skills and Qualifications**

- Professional event management experience with proven success in event planning and coordination, including running large-scale high-end events with many moving parts.
- Ability to work both independently and as part of an established team.
- Strong interpersonal and communication skills, with the ability to “quarterback” the established team.
- Experience in building and maintaining positive business relationships.
- Excellent organizational skills, including multitasking, time management, and attention to detail.
- Ability to handle pressure and make good decisions quickly.
- Ability to take initiative and responsibility for many tasks simultaneously.
- Ability to work remotely, but also attend in-person events twice annually.
- Experience in marketing or public relations preferred, legal industry experience is great but not necessary.
- Proficiency with event management software preferred. (EventBrite, Paypal, Higher Logic)
- Flexibility for domestic and international travel, as needed.

### **WWCDA Events**

To see a sampling of the types of events that WWCDA holds, go to:

<https://www.wwcda.org/event/annual-meeting>

<https://www.wwcda.org/event/awards-program>

<https://www.wwcda.org/event/other-programs/global-enforcement>

*Compensation commensurate with experience.*

*References required.*

*For more information, please contact:*

*Karen Popp, WWCDA, Global Chair and Co-Founder -- [kpopp@wwcda.org](mailto:kpopp@wwcda.org)*

*To apply, send cover letter and resume to [kpopp@wwcda.org](mailto:kpopp@wwcda.org)*