



POWERING A SUSTAINABLE  
MULTIMODAL FUTURE FOR ALL

**Position:** CoMotion Program Coordinator (permanent)

**Location:** Remote (preference for those located in Los Angeles, CA or Miami, FL)

**Application Deadline:** June 14, 2023 at 11:59 PM EDT

**Start Date:** As soon as possible

**CoMotion** is the global events, digital media and advisory platform at the heart of New Mobility. We forge powerful connections between the world's most innovative companies and civic leaders and investors from across the mobility ecosystem. For more information visit: [comotionnews.com](http://comotionnews.com) | [comotionla.com](http://comotionla.com) | [comotionmiami.com](http://comotionmiami.com).

### **Program Coordinator**

CoMotion is looking for a Program Coordinator to join the team. The Program Coordinator will report to the Head of Programming and will work closely with the rest of the CoMotion team, including the communications and partnership teams. The Program Coordinator will have the responsibility to help implement all CoMotion programming. Specifically, CoMotion's annual events: CoMotion LA, CoMotion MIAMI, Motivate (in Vancouver) and other smaller events, as well as with the ongoing webinar series, CoMotion LIVE.

### **Key tasks:**

- Design and implement the concept and format for CoMotion events alongside the Head of Programming and the rest of the CoMotion team
- Assist Head of Programming with curation of all program themes and sessions including workshops, panels, and webinars
  - Includes writing session blurbs and brainstorming speakers
- Coordinate and implement the planning, curation and execution of our CoMotion LIVE webinar series
- Create and maintain project management documents and systems to ensure programming activities are completed in an organized and timely manner
  - Timelines, task lists, program agendas, confirmed speaker lists, etc.
  - Maintain and grow an active idea base of potential speakers, themes, formats, and participants for events
- Build strong relationships with Partners and Speakers
  - Coordinate with key partners who are hosting workshops and/or speaking at events and webinars
- Coordinate speaker communications and logistics leading up to events and webinars:
  - Draft and send speaker invites
  - Collect bios and other relevant details from confirmed speakers
  - Create and send speaker briefs

- Confirm travel details, book hotel rooms, register speakers to events
- Support coordination with production team to ensure the venue/event provides AV and materials for all program needs
  - Work with Head of Programming to create and update the Run of Show and for all teams and MC scripts
- Coordinate invitation process for workshops, networking events, and special receptions
- Maintain Zoom and Bizzabo accounts for webinars and online program content
- Coordinate all post-event duties including thank you notes, post-event surveys, event debriefs etc.
- Work closely with the CoMotion communications team to manage website updates, newsletter updates, and ensure maximum press coverage and impact for each event
- Work closely with the CoMotion team to ensure that a cohesive vision and message is carried through our various projects
- Assist with day-to-day management of Program Interns

### **Required Skills and Qualifications**

- Bachelor's degree in a relevant field (ex: Urban Studies, Political Sciences, International Relations, History, Communication, Event Coordination); Demonstrated interest in urban mobility preferred
- Minimum 2 years of experience in events planning and/or program curation
- Outstanding communication skills and ability to communicate with very high-level individuals in a professional, empathetic, and courteous manner through various modes in English (email, phone calls, Zoom, etc.)
- Great writing and editing skills.
- Demonstrates strong organizational skills, time management skills, and high attention to detail
- Excellent research, analytical and writing skills – ideally with a background/vested interest in urban mobility
- Ability to work effectively in a small, internationally distributed team both collaboratively and independently
- Dynamic, proactive, and creative with excellent problem-solving skills and the ability to adapt quickly
- Google Drive and Microsoft Suite skills
- Adaptable with the ability to manage multiple priorities simultaneously in high-pressure environments
- Willingness to work flexible hours, as needed and travel internationally, as needed
- French and/or Spanish are a plus but not essential

Salary will be commensurate with similar positions in the workbase location and will depend on experience.

If you are interested, please send your Cover Letter and CV to [afigel@comotionglobal.com](mailto:afigel@comotionglobal.com) with "Program Coordinator" in the subject line. **Applications without Cover Letters will not be considered.**