

POSITION DESCRIPTION

EVENTS AND COMMUNICATIONS COORDINATOR AMERICAS

ROLE TYPE | (1.0 FTE, ONGOING)

TEAM | EXTERNAL AFFAIRS

LOCATION | UNITED STATES

MANAGER | HEAD OF EVENTS AND COMMUNICATIONS

DIRECT REPORTS | N/A



**GLOBAL CCS
INSTITUTE**

WHO ARE WE | A FOR-PURPOSE ORGANISATION

VISION

CCS is an integral part of the net-zero emissions future.

MISSION

To accelerate global deployment of CCS.

“We champion a sustainable future with global collaboration on CCS.”

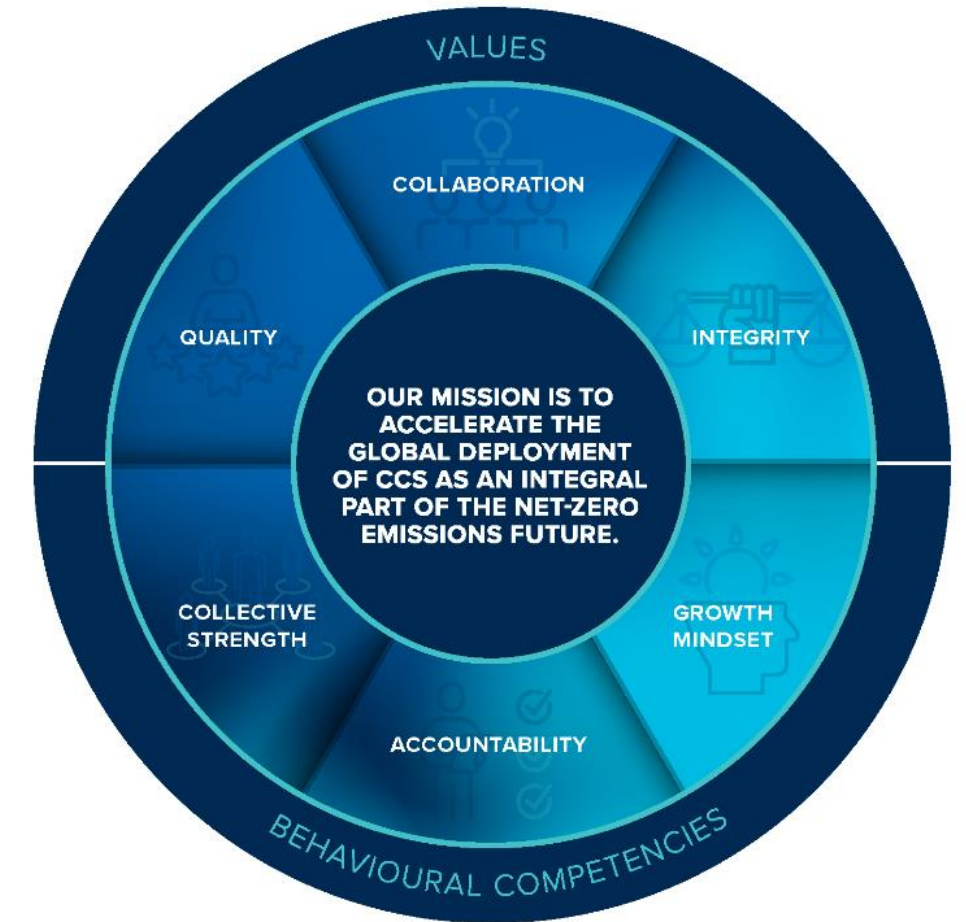
WHAT ARE WE | AN INTERNATIONAL THINK TANK

Over 200 members across governments, global corporations, private companies, research bodies and NGOs, all **committed to a net-zero future.**

Approximately 60 staff globally; Office locations include Melbourne (Head office), Houston, Washington D.C., London, Brussels, Abu Dhabi, Beijing, and Tokyo.

Collectively, our CCS subject matter expertise spans (a) carbon capture, transport, and storage technologies, (b) CCS policy, legal, and regulatory frameworks, and (c) CCS finance and economics.

Together, reinforced by our **Values** and **Behavioural Competencies**, we lend our skills and expertise to tackling the climate change challenge by **delivering impact for CCS**, changing the world for the better.



HOW WE OPERATE | VALUES AND BEHAVIOURAL COMPETENCIES

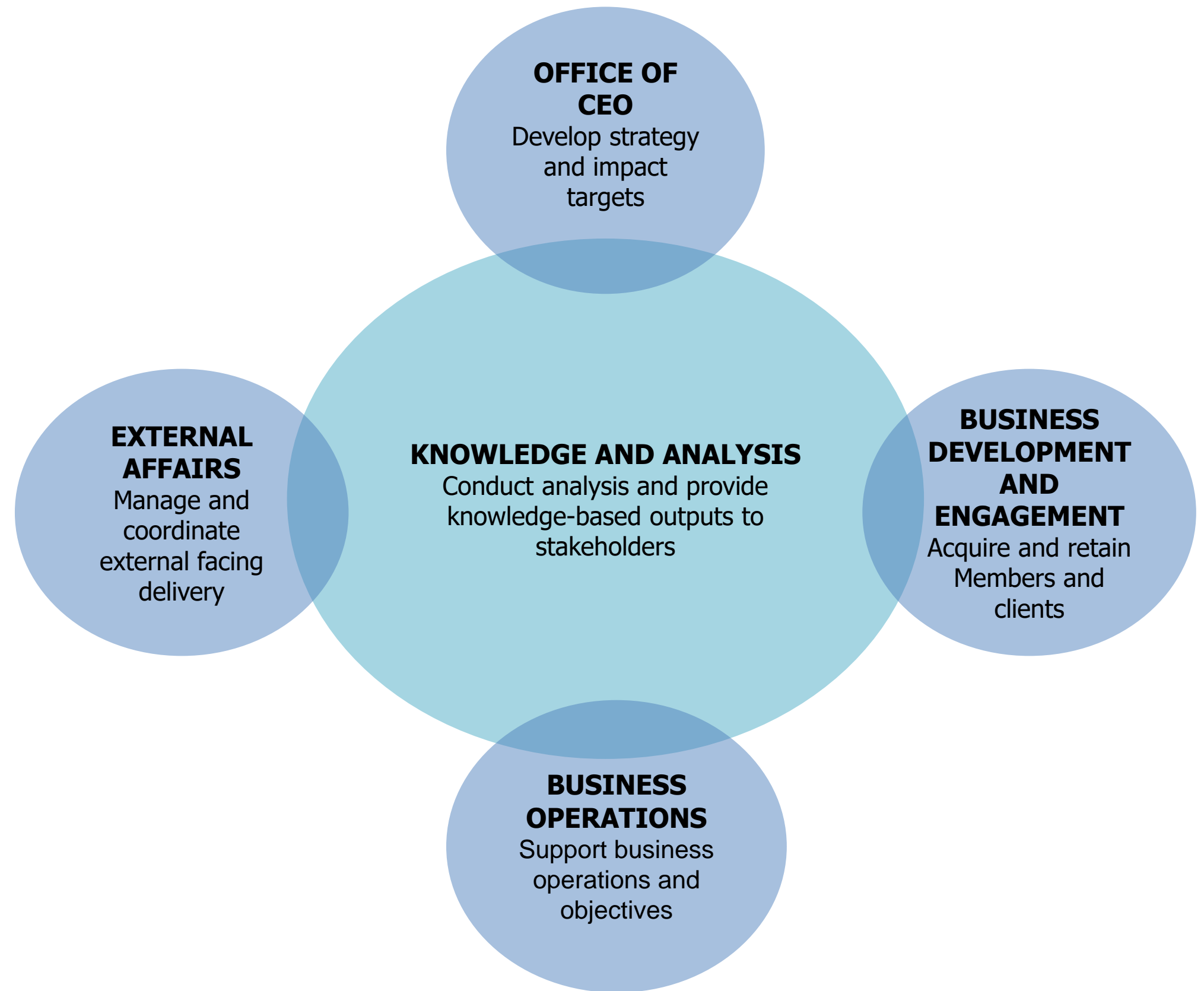
Our **Values (Quality, Collaboration, Integrity)** underpin the way we do things at the Institute and guide us internally in our day-to-day work. Our **Behavioural Competencies (Collective Strength, Accountability, Growth Mindset)** complement our Values with the aim to amplify each aspect and are essential to ensure we deliver impact for CCS.



OUR TEAMS

HORIZONTAL MINDSET

“We do our best when we work together. By adopting a horizontal mindset, we operate as one team with a shared purpose to create impact for CCS.”



HOW YOU CONTRIBUTE

The External Affairs Team oversees the coordination, implementation, and delivery of the Institute's value creation activities and initiatives.

The Communications and Events Coordinator Americas primarily advances the Institute's Events and Communications strategy through event management and execution, with secondary communications support to maximize regional impact.

KEY RESULTS IN PRACTICE

- Institute events adhere to established processes, ensuring they are polished, professional, and consistently executed meeting audiences needs and aligned to the Institute communications strategy.
- Deliverables are aligned with visual identity and brand guidelines, ensuring consistent messaging, adherence to agreed deadlines, and responsiveness to audience needs.
- Challenges are proactively embraced as opportunities for improvement and strategic pivots, managed effectively to ensure the consistent achievement of timely, high-quality outcomes.
- Timely delivery of high-quality results is achieved through efficient practices emphasizing planning, adaptability to urgent events, and effective prioritization of multiple projects and tasks.
- Demonstrate communication and collaboration across functions to identify solutions, innovate, and support each other via active participation in team meetings, emails, Teams, etc.

CONTRIBUTIONS IN PRACTICE

- Support the Head of Events and Communications in developing and implementing the Americas events and communications strategy.
- Ensure the Institute's brand identity is consistently upheld across all products and communications, maintaining alignment with brand guidelines and visual identity.

Events

- Lead all aspects of event management for physical and virtual events, from initial planning to final execution:
 - ❖ Coordinate all logistical elements, including venue selection, catering, A/V requirements, webinar setup, back-end support, and the distribution and formatting of materials (e.g., agendas).
 - ❖ Develop comprehensive project plans, including timelines and task deadlines, to ensure all milestones are met efficiently.
 - ❖ Maintain organized records related to event planning, budgeting, contracts, and communications to facilitate project tracking and accountability.
 - ❖ Oversee guest invitations, attendance tracking, and speaker coordination.
 - ❖ Identify and coordinate with vendors, including negotiation and arrangements for services and materials, to secure necessary resources while managing project budgets effectively.
 - ❖ Assist in event budgeting, invoice processing, and expense tracking, ensuring all financial aspects align with project goals and adhere to budget constraints.
 - ❖ Contribute to event promotion by developing strategies for increasing attendance and awareness.
 - ❖ Oversee event setup and teardown, acting as the primary contact during events, and troubleshoot as needed to ensure a seamless experience for attendees.

Communications

- Assist in producing the Institute's digital communications, including:
 - ❖ Developing content , planning and delivery of campaigns, scheduling and monitoring in consultation with the broader Events and Communications team.
 - ❖ Creating and publishing content for the monthly newsletter.
 - ❖ Managing both proactive and reactive social media content while ensuring all posts receive necessary approvals.
 - ❖ Conducting analysis and reporting on communication performance and engagement metrics.
- Support the management of the Institute's corporate website, intranet and extranet, including editing and posting content such as news items and publications.
- Contribute to the development and content submission of the quarterly Member report.
- Manage internal communications for events and communications initiatives as appropriate and in conjunction with External Affairs colleagues.
- Assist with back-end management and analytics for the Events and Communications team's platforms, such as Eventbrite, Zoho, Zoom, and WordPress.
- Provide general support to Institute staff such as answering general events and communications queries, system support, and publishing content and documentation.

Culture and Additional Responsibilities

- Contribute to the Institute's culture by embodying our Values and Behavioural Competencies.
- Other duties as required.

YOUR CAPABILITIES

Qualifications

- Tertiary qualification in Communications, Marketing or related field, and/or equivalent experience

Attributes

- Collaborative
- Humility
- Strategic thinker
- Resourceful
- Proactive
- Detail-oriented
- Perceptive

Skills

- End-to-end event management, including planning, promotion, and logistics
- Understanding of relevant software and tools, including Eventbrite, Zoom, Zoho Campaigns or MailChimp, and WordPress
- Project management, including planning, executing and overseeing projects
- Expertise in creating and managing digital and print communications
- Data analytics
- Advanced written and verbal communication skills, including proofreading and editing
- Stakeholder engagement
- Strong problem-solving capabilities, enabling effective identification and resolution of challenges