

## Event Specialist

### About NSTXL

The National Security Technology Accelerator (NSTXL) harvests innovative technology from the commercial and non-defense marketplace, ensuring the development of better, economical, and faster defense capabilities. We offer a unique and simplified approach to rapidly develop, demonstrate, and assess prototypes that address a range of operational and installation needs, from individual Warfighter technology up to large-scale installation projects. NSTXL delivers technology to the Warfighter by serving as a one-stop shop to match government requirements with innovative private-sector and academic solutions.

Each of our OTAs is a distinct member-based not-for-profit with its own membership that is managed and serviced by NSTXL. Currently, our OTAs have more than 600 corporate, non-profit, educational, and financial institution members. For these members, NSTXL offers opportunities to bid on government contracts, education and training, and live/virtual forums on a wide variety of topics.

### Job Description

The National Security Technology Accelerator (NSTXL), a fast-growing provider of acquisition services to the US federal government, is looking for an event specialist as a key player in assisting our operations and events team reach its goals both virtually and in person events (post Covid).

### Details

- This position can be based in either Portland, OR, Orlando, FL, or Indianapolis, IN area
- Domestic travel for this position is estimated at 30% (If travel opens post COVID)
- Open to all U.S. Citizens
- Must be able to pass a background check
- Ability to gain Department of Defense (DoD) Personnel Secret Security Clearance is a plus

### Key Responsibilities

- Event Management - Prepare budget, site selection, vendor contract negotiation
- Plan all strategic and logistical aspects of event management
- Coordinate with marketing team, event collateral and online registration details
- Onsite lead and planner for events as assigned
- Must be willing to work weekends as needed



- Responsible to adhere to budget and reconciliation post event
- Partner with leaders to ensure the vision and goals for each event are met and exceeded
- Establish and maintain relationships with vendors and venues
- Schedule and maintain an overarching calendar of events

### **Virtual Event Planning Responsibilities**

Many of our events are virtual and we also look for our new Event Specialist to be able to perform these activities also:

- Virtual Event Management - Prepare budget, set up Virtual Management Software, schedule, communicate and be part of the virtual event support staff during event
- Facilitate virtual sessions as needed
- Bring innovative and fresh approach to the ever-changing virtual event landscape
- Keep up to date on virtual event best practices and make strategic recommendations for how to incorporate them at NSTXL

### **Qualifications**

- Bachelor's Degree in Marketing Communications, Events Planning, Business Administration, or related field
- 2-6 years of experience planning events
- Individual will have excellent written and verbal communication and interpersonal skills
- Must be detail oriented with the ability to prioritize and work on multiple tasks
- Proficient in Microsoft Office Suite
- Work well independently, with little supervision, as well as in a collaborative environment where accountability is a must
- Ability to stand comfortably for up to 8 hours a day and lift to 50 pounds
- Technical savvy including experience with online event and meeting platforms such as Teams, Zoom, WebEx and more

### **What We Offer**

NSTXL strives to be one of the best places to work in America. We offer competitive salary and benefits including flexible work hours, paid sick leave, work from home accommodations, a 401(k)-profit sharing plan, a wellness plan, floating holidays and much more.