

## **ZONTA INTERNATIONAL** **Programs and Events Manager**

**Would you enjoy providing communications support for a mission-based, non-profit organization where your work will make a difference?**

Zonta International seeks a permanent **Programs and Events Manager** who shares our passion to build a better world for women and girls.

### **Who you are:**

You are a self-directed individual with experience in program and event management and a passion for gender equity. You are capable of simultaneously navigating multiple projects and priorities across Zonta's key focus areas.

### **What you will focus on:**

You will lead all advocacy, program and event activities for Zonta International and collaborate with colleagues to achieve strategic and biennial goals in support of Zonta International's mission to build a better world for women and girls. Core duties:

### **Service and Advocacy Programming**

- Oversee all Foundation-funded international service projects and education programs to ensure that program goals and financial obligations are met.
- Manage day-to-day relationships with all external advocacy and programmatic partners, including the United Nations, UNFPA, UNICEF, UNICEF USA, Council of Europe, and other like-minded organizations.
- Support volunteer leaders through the nomination, selection and reward process of the biennial Zonta Excellence in Service and Advocacy Awards.
- Lead advocacy efforts at the international level, including overseeing the planning and execution of the annual Zonta Says NO to Violence Against Women campaign and developing and updating advocacy statements on key issues relevant to Zonta's mission.
- Serve as staff liaison to all advocacy committees including United Nations, Council of Europe, Advocacy, and special industry coalitions.
- Serve as contact point for all Zonta country level advocacy groups.
- Support the Zonta USA Caucus in developing and implementing national advocacy strategies in the United States through the ongoing development of an online advocacy engagement platform to raise awareness of Zonta International domestically and engage more individuals in the United States in Zonta's mission.

## Event Management

- Serve as the virtual event producer for the biennial Zonta International Convention, overseeing all aspects of the hybrid event experience before, during and after convention.
- Prepare and implement Zonta's participation in annual Commission on Status of Women including statements, orientation day, special sessions, communications, and management of the President's calendar.
- Develop and oversee webinars and events to engage members, partners and other like-minded individuals and organizations to raise awareness of Zonta International activities and generate new interest in membership and foundation support.
- Support Governors' Orientation and other member and donor meetings and events, as required.

## What you will bring:

- Minimum of 5 years of programs and event management experience.
- Proficiency with Microsoft Office (Word, Excel, Power Point, Outlook) required.
- Ability to work on multiple projects, prioritize, meet deadlines, and manage evolving expectations.
- Strong written and verbal communication skills; a persuasive, enthusiastic, positive, and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- Action-oriented and adaptable.
- Ability to work effectively in collaboration with diverse groups of people.
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed.
- Past success working with a volunteer board or volunteer leadership teams.
- Expertise in the women's rights and gender equality space is a plus.
- Bachelor's degree, or higher education preferred.

## What we offer:

- A team that genuinely cares for and discusses issues related to women and girls.
- Ability to establish a personalized daily 7.5 hours work schedule with a start time between 7:00 am and 9:00 am. Note: some overtime hours are required based on priorities throughout the year.
- Paid time off and holiday pay (11 paid holidays).
- Generous health insurance benefits, 401K, and life and disability insurance.
- A convenient office location adjacent to the Oak Brook Center Mall, with covered parking and easy access to expressways.

## Location (hybrid):

- This position is located in Oak Brook, Illinois.
- The staff works remotely four days a week and in-office a minimum of one day a week (Wednesday).

- Additional in-office work is required for training and special meetings including orientation and onboarding.

If you are interested in gaining experience in a position where your work makes a difference and you have the opportunity to meet people from around the world, we would love to hear from you. To express interest, please submit a cover letter and resume to: [jobs@zonta.org](mailto:jobs@zonta.org).

Zonta International is an Equal Opportunity Employer. An official job description will be provided to candidates before an interview. This position requires a background check as part of the final consideration process. Visit [www.zonta.org](http://www.zonta.org) to learn more about our organization.

### **Zonta International's commitment to diversity, equity, and inclusion**

Since 1919, Zonta has been working to create a more equitable future for women and girls. We believe that fostering a diverse and inclusive global community is a powerful platform to bring about the social change needed to make our vision for gender equality a reality. As a global organization, Zonta International values the contributions of members of all backgrounds, regardless of age, ethnicity, race, color, ability, religion, socio-economic status, culture, sexual orientation, or gender identity. We believe that a diverse community of members is essential to our ability to achieve our mission to create a more equitable future.

We strive to be an organization where everyone feels empowered to be their full authentic selves. We celebrate multiple approaches and points of view and know that different ideas, perspectives, and backgrounds create a stronger and more creative environment to better serve our members and achieve our mission for gender equality. We welcome differences and strive to ensure that all voices are valued and heard. While we have more work to do, we are committed to the values of diversity and inclusion across all Zonta International activities and initiatives.

### **About Zonta International**

In 1919, a group of forward-thinking executive women came together in Buffalo, New York, to use their combined expertise in service to their community. Not satisfied with the predominantly social nature of many women's organizations at the time, the women who founded Zonta envisioned a new kind of service organization – one that would promote professionalism among its executive members while serving the needs of girls and young women in the community.

One hundred years later, the legacy of Zonta's early members can be seen and felt through nearly 1,100 Zonta clubs in 63 countries across the globe. While the world has changed dramatically over the last century, more than 26,000 Zontians today remain committed to the professionalism, fellowship and service that led Zonta's visionary founders to come together.

Today, Zonta's history extends beyond the community service of each individual Zonta club. Zonta International has provided more than US\$50.1 million through the Zonta Foundation for Women to empower women and girls and expand their access to education, health care, economic opportunities and safe living conditions. Zonta's vision will not be achieved by monetary donations alone. At the local, national and regional levels, Zonta clubs and individual Zontians are advocating for laws and policies that ensure gender equality and help every woman and girl realize her full potential.