

Coordinator, Programs and Events

The Coordinator, Programs and Events, assist with the planning and delivery of a wide range of programs for the New York Genealogical and Biographical Society (NYG&B), including lectures, online seminars, workshops, research tours, and conferences.

This role assists in the delivery and execution of more than 75 programs annually, working collaboratively with the Manager, Programs and Events and other NYG&B team members. The Coordinator works independently to oversee logistics, anticipate needs, resolve challenges, and ensure programs are executed smoothly and professionally in a fast-paced environment.

The position requires sound judgment, strong organizational skills, and the ability to manage competing priorities while maintaining a high standard of program delivery. The successful candidate will bring a practical, solutions-oriented approach and the ability to keep programs moving forward while working with a wide range of participants and partners.

This position reports to the Vice President, Advancement and Membership.

Specific Responsibilities

- Coordinates the planning and delivery, in cooperation with the Manager, Events and Programs, of more than 75 NYG&B programs annually, including lectures, online webinars, workshops, research tours, conferences, and community events.
- Oversees the logistical and technical aspects of programs from planning through completion, in coordination with the Manager, Events and Programs, ensuring events run smoothly and efficiently.
- Own post-production for recorded programs and events, from initial editing and rendering through final online publication.
- Host online and in-person programs or events as required.
- Track and manage program budgets, including monitoring revenue and expenses and ensuring programs contribute to the organization's earned revenue goals and meet grant requirements when applicable.
- Monitor and report on program metrics including registration trends, attendance, and other key performance indicators.
- Identify, solicit, and manage speakers, consultants, and content providers for NYG&B programs.
- Serve as a point of contact for speakers, vendors, registrants, and other participants, ensuring clear communication and resolving logistical issues before, during, and after each program.

- Draft marketing copy and program descriptions for the NYG&B website, printed materials, and promotional communications in collaboration with the Manager, Marketing and Communications.
- Manage event registration processes through the NYG&B's CRM and website platform.
- Supervise interns and volunteers supporting program operations as needed.

Qualifications

- Strong organizational and project management skills with exceptional attention to detail.
- Demonstrated ability to manage multiple projects simultaneously, prioritize competing deadlines, and ensure successful program delivery in time-sensitive situations.
- Proven ability to work independently, exercise sound judgment, and resolve logistical challenges with minimal oversight.
- Professional, calm, and solutions-oriented approach when managing programs and working with participants.
- Three or more years of experience managing events, programs, or conferences with online and in-person components.
- Working knowledge of online meeting platforms and digital tools such as Zoom, Vimeo, Microsoft Office, Trello, and Adobe Creative Suite.
- Experience with a CRM such as Neon, Salesforce, or Raiser's Edge
- Excellent written and verbal communication skills.
- Bachelor's degree.
- Commitment to the NYG&B's mission.
- Interest in genealogy, archives, libraries, or cultural heritage organizations preferred but not required.

Compensation

- \$62k-\$65k annually.
- Participation in the NYG&B health insurance plan.
- Participation in the NYG&B's 403(b) plan (including a 2% annual salary match).
- 14 paid holidays plus 2 floating holidays each year
- Paid time off starting in your second year (10 days), increasing to 15 days in year three and 20 days from year four
- 3 personal days per year (after six months)
- Paid safe and sick leave under NYC law
- Pre-tax commuter benefits through TransitChek

Applicants must send a cover letter and resume to careers@nygbs.org. Applications without both a cover letter and resume will not be considered.

Please visit newyorkfamilyhistory.org for more information.

The NYG&B welcomes applications from people of all cultures, backgrounds, and experiences, and we value having a diverse team. Opportunities are based upon individual capabilities and qualifications without regard to race, gender, religion, sexual orientation, age, national origin, disability, veteran status, or any other protected characteristic as established under law.