



Seeking YIMBYtown Event Manager Consultant

[Sightline Institute](#) and [Portland: Neighbors Welcome](#) are excited to host a pro-housing conference, YIMBYtown, in Portland, Oregon, to be held April 11-13, 2022. YIMBYtown is the national convening of the abundant housing “yes in my backyard” movement. It’s a three-day gathering for grassroots community organizers, political leaders, educators, housing providers, and activists to identify problems, create solutions, and share resources and strategies. YIMBYtown offers inspiration, tools, and a network for those working to advance affordability, equity, and sustainable development in cities across the United States, Canada, and beyond. We expect approximately 315 attendees, speakers and volunteers, with the possibility for evening events drawing crowds of an additional 400 attendees. This conference was originally scheduled for April 2020, but was postponed and moved to a new venue due to the pandemic. YIMBYtown 2022 will be held at Portland State University.

Sightline and Portland: Neighbors Welcome are actively seeking applications for an Event Manager to work with our team to plan and facilitate the successful execution of this conference. This position will be responsible for managing and delivering an event plan and logistical details, including tickets and scholarships, venue management, event schedule, equipment, food and vendors, on-site logistics and graphics, and event staffing and volunteer coordination. The Event Manager will work closely with the YIMBYtown Programming Manager to coordinate logistical details involving speakers and scheduling.

Event management - venue, logistics, schedule/run of show, support

- Work with venue’s staff to confirm availability of necessary rooms, equipment, staffing for full capacity of three day conference
- Project manage accessibility concerns including on site accessibility and working with venue to support remote presentations for specific speakers

Vendor management - food, signage, print materials

- Secure food arrangements for three days of programming
- Identify necessary equipment, licenses, and site logistics for vendors
- Work with event team on design and execution of on-site materials, including conference program, signage, conference swag, and other materials

Speaker and volunteer coordination - travel, logistics, schedule, venue support

- Work with Sightline Institute to confirm financial reimbursement for speaker logistics, particularly housing and travel costs as needed
- Provide assistance to YIMBYtown coordinators, Sightline staff, Portland: Neighbors Welcome volunteers to solicit event volunteers, coordinate homestays,

schedule and coordinate conference volunteers (technical support, room managers, check in staff)

- Provide assistance with YIMBYtown Program Manager to finalize conference schedule and programming details

Scholarship program management

- Coordinate reimbursement for scholarship program recipients
- Financial management of scholarship program
- Support relationships with sponsorship donors and sponsors

Preferred qualifications:

- Conference or major event planning experience
- Volunteer recruiting and management experience
- Demonstrable commitment to embedding values of racial and social justice into event management, budgetary, vendor, and logistics decisions
- Highly organized and proven ability to keep track of details
- Excellent communication and coordination with team, vendors, and participants
- Experience/familiarity with abundant housing policy and advocacy, and relationships to existing housing, climate, racial justice, and transportation advocates, a plus

Compensation:

This is a temporary, part-time contract position paid at around \$2500 per month depending on hours and experience. We expect this position to require approximately 10-20 hours of work a week, with the expectation that the weekly time commitment will increase as the date of the conference approaches.

Location and timeframe:

Sightline, Portland: Neighbors Welcome, and YIMBYtown staff are currently working remotely as we await the end of the pandemic. We would strongly prefer to have this position based in Portland, Oregon, especially as the conference date nears to facilitate in-person coordination of event details. We would consider remote-based work to start for a candidate who plans to be in Portland next spring in the weeks leading up to the conference.

How to apply:

Please send a resume and cover letter detailing your interest in the role and how your skills and experience translate to the position. We prefer all application materials be assembled in a single PDF and labeled with the applicant's name. Please send your materials to aaron@yimby.town. Applications are rolling, with priority given to applications received by 11:59 pm on November 3rd. We hope to have a candidate hired by November 20, 2021.