

## Job Announcement

**RELEASE DATE:** April 3, 2017

**POSITION:** Event Consultant

**ABOUT EQUAL JUSTICE WORKS:** The mission of Equal Justice Works is to create a just society by mobilizing the next generation of lawyers committed to equal justice. Equal Justice Works is a recognized leader in the public interest law movement. Please go to [www.equaljusticeworks.org](http://www.equaljusticeworks.org) to learn more about Equal Justice Works.

**GENERAL JOB DESCRIPTION:** We are looking to hire an Event Coordinator to act as lead consultant for an upcoming three-day training event that Equal Justice Works is hosting in late October with approximately 300 attendees here in Washington, DC. This position would extend beyond basic logistics to serve as the overarching strategic lead, including event design, session objectives, content and resources coordination, speaker identification and preparation support (about 60 speakers total), and budget management. We are looking for someone with at least 8-10 years of event consulting experience who could work in our office leading up to the event. Knowledge of and experience with the legal services industry is required. We value and encourage a diverse applicant pool. Equal Justice Works does not discriminate on the basis of race, color, religion, national origin, gender, age, marital status, personal appearance, sexual orientation, family responsibilities, disability unrelated to job requirements, political affiliation or any other protected class.

**TO APPLY:** Please reach out to [eventconsultant@equaljusticeworks.org](mailto:eventconsultant@equaljusticeworks.org) with a proposal highlighting relevant experience and compensation requirements.