



**Science in Service
of Cities.**

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Job Title: Events Manager

Reporting To: Program Director, Policing Leadership Academy

Job Requisition: JR20002

Start Date: ASAP

Who We Are

In cities across the country, people face high rates of gun violence, under-resourced schools, and social harms associated with the criminal justice system -- all of which disproportionately impact people of color. These inequalities have profound consequences on public safety and opportunity. As a society we have failed to address these challenges, in part, because of our lack of understanding of the most effective and cost-effective solutions that can have a real impact on people's lives. We believe that rigorous research can help.

The University of Chicago Crime Lab and Education Lab partner with cities and communities to use data and rigorous research to design, test, and scale programs and policies that enhance public safety, improve educational outcomes, and advance justice. Our mission is to combine world-class data science and research, in partnership with government agencies, to substantially improve the effectiveness of the public sector and achieve impact at scale.

To learn more about the Crime Lab and Education Lab, visit <https://urbanlabs.uchicago.edu/labs/crime>.

The Role

The University of Chicago Crime Lab is seeking an experienced Events Manager who can support the launch of the Policing Academy, a first-of-its-kind. The Events Manager will work closely with our Program Director, Policing Leadership Academy and other members of organizational leadership to ensure the success of this new initiative. Strong candidates will have experience leading event planning processes in fundraising or non-profit settings.

Responsibilities:

- Develops and executes day-to-day event logistics, and other complex assignments with minimal guidance from others.
- Fosters and maintains relationships with local vendors to build an assemblage of trusted external partners in the events space.
- Guides research and outreach, including vendor selection and contract negotiation. Keeps track of all expenses, prepares reports on costs, solves complex problems as they arise.

- Coordinates event-related communication to a variety of stakeholders that includes, but is not limited to, the internal program team, other departments within the university, program participants, and external vendors.
- Reviews and finalizes the guest lists, distributing invitations, and creates high quality written materials for the event.
- Implements ideas for improvement as they are identified in addition to providing post-event feedback on turnout and vendor performance.
- Performs other related work as needed.

Qualifications

Education

- Bachelor's degree in public policy, communications, or a closely related field.

Experience

- Experience in operations and event planning in a fundraising or non-profit setting.
- Experience planning events in and around Chicago strongly preferred.

Competencies

- Strong project management skills with exceptional attention to detail.
- Ability to work independently in a fast-paced environment.
- Outstanding interpersonal skills and ability to maintain positive relationships with various internal and external stakeholders.
- Strong time management skills with a proven ability to multitask and to prioritize activities to successfully complete projects on tight deadlines with little supervision.
- Excellent written and verbal communication skills, with the ability to interact with a variety of audiences.
- Demonstrated ability to exercise sound judgment.

To Apply

We seek a diverse pool of applicants who wish to join an academic community that places the highest value on rigorous inquiry and encourages a diversity of perspectives, experiences, groups of individuals, and ideas to inform and stimulate intellectual challenge, engagement, and exchange.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, protected veteran status or status as an individual with disability.

The University of Chicago is an Affirmative Action / Equal Opportunity / Disabled / Veterans Employer.

Please submit a resume, cover letter, and reference contact information to UChicago's Workday system. Within the Workday system, this listing can be found by the position title or by the requisition number, **JR20002**.

If you have an active UChicago Workday account, you will need to complete the Internal Candidate application process. Simply log in to Workday and select the career worklet to begin.

External candidates should apply at <https://uchicago.wd5.myworkdayjobs.com/External>.

If you have questions about the Workday system, please contact our Shared Services department at <https://services.uchicago.edu>

Job seekers in need of a reasonable accommodation to complete the application process may contact the Shared Services Office by calling 773-702-5800 or by emailing shredservices@uchicago.edu with their request.

The University of Chicago is an Affirmative Action/Equal Opportunity Employer.