Events Manager
Position Description

Organizational and Campaign Overview:

“Our Children’s Trust is a non-profit public interest law firm that provides strategic, campaign-based legal services to youth from diverse backgrounds to secure their legal rights to a safe climate. We work to protect the Earth’s climate system for present and future generations by representing young people in global legal efforts to secure their binding and enforceable legal rights to a healthy atmosphere and stable climate, based on the best available science. We support our youth clients and amplify their voices before the third branch of government in a highly strategic legal campaign that includes targeted media, education, and public engagement work to support the youths’ legal actions. Our legal work – guided by constitutional, public trust, human rights laws and the laws of nature – aims to ensure systemic and science-based climate recovery planning and remedies at federal, state, and global levels.” We seek legally-binding, countrywide and/or statewide science-based Climate Recovery Plans that will return atmospheric carbon dioxide concentrations to levels below 350 ppm by the year 2100.

Location:

- Eugene preferred; open to remote for right candidate.

Tasks and Responsibilities:

- Maximize strategic impact of all OCT events.
- Manage outsourced logistics contracting (permits, facilities, equipment, security, A/V, sanitation, advertising, visuals/art, etc.) for all OCT related events, including but not limited to trial and other court rallies, VIP visits, press conferences, staff and client events and gatherings.
- Direct all travel, logistics, accommodations, meals, etc. as necessary for above.
- Direct contracting with and supervision of chaperones for clients as necessary during client travel.
- Field, manage, coordinate, schedule and support all incoming speaking engagement requests.
- Work with CEE Director to evaluate possible honoraria program for client speaking engagements.

Reporting Duties and Responsibilities:

- Report internally as requested.

Position Reports to:

- Communications, Education and Engagement Director
Qualifications:
- Exceptional event and project coordination skills.
- Exceptional organizational and communications skills.
- Experience managing external contractors.
- Experience coordinating travel logistics preferred.
- Strong writing skills.

Compensation and Benefits:
OCT offers a competitive salary and benefits package. Salary is commensurate with experience and with the other members of our team. Employee benefits include employer-paid medical, vision, life, and disability insurance, retirement savings plan with employer match, paid vacation and holidays, and a relaxed work environment (albeit fast-paced).

We welcome, embrace, and respect diversity of people, identities, and cultures. We are committed to fostering an organizational culture of diversity and inclusion. Applicants from diverse backgrounds are strongly encouraged to apply. OCT is an equal opportunity employer.

To Apply: Applicants should submit in a single PDF a cover letter, resume, writing sample, and three references to Julissa@ourchildrenstrust.org. Please put “Events Manager” in the subject line of your email. Applications will be reviewed on a rolling basis. Applications will be accepted until the position is filled.

You can find out more about OCT at our website: www.ourchildrenstrust.org.