

United Cerebral Palsy is looking for a highly motivated and organized full-time Network & Events Specialist to coordinate programs, projects and events that enhance engagement, strengthen partnerships, and advance our shared goals across the network.

About Us

United Cerebral Palsy is a 501(c)(3) nonprofit charitable organization whose mission is to be the indispensable resource for individuals with cerebral palsy and other disabilities, their families, and their communities.

Founded in 1949 as a grassroots organization, United Cerebral Palsy was created to develop services for people with disabilities that previously did not exist. Today, UCP continues to work closely with its affiliates nationwide on issues that open doors for people with disabilities. From home ownership to health care reform, inclusive education to competitive employment, UCP has established itself as a leader in the disability community and as a strong voice for individuals with disabilities and their families. Our vision is a life of inclusion for individuals with disabilities.

About the Position

The Network & Events Specialist is a key role within our nonprofit organization, responsible for fostering collaboration and communication across our partner and stakeholder network. This position plays a central role in planning and executing events, meetings, and initiatives that support our mission.

Event & Meeting Coordination (40%)

- Plan, organize, and execute in-person, hybrid, and virtual events including conferences, workshops, community forums, and network meetings.
- Manage event logistics including venue selection, vendor coordination, catering, technology setup, and on-site support.
- Develop event and meeting agendas and other materials in collaboration with internal teams and partners.
- Coordinate event & meeting communications, including invitations, RSVPs, promotional materials, and post-event follow-ups.
- Monitor event budgets and ensure expenditures align with grant and organizational guidelines.

Project & Program Coordination (20%)

- Facilitate regular meetings, including scheduling, agenda development, note-taking, and follow-up tasks.
- Monitor deadlines, deliverables, and team responsibilities related to assigned events to ensure project milestones are met.

Engagement & Communication (15%)

- Maintain a calendar of engagement activities and ensure timely communication across channels.
- Support the development of newsletters, email updates, and digital content to keep the network informed and engaged.

Administrative Support (15%)

- Maintain accurate and up-to-date contact databases, event records, and project documentation.
- Develop and maintain meeting minutes for board and committees as designated.
- Provide occasional support for broader organizational initiatives as needed.

Education & Experience Requirements: Bachelor's degree in nonprofit management, communications, public administration, or a related field (or equivalent experience) preferred. Minimum of 2–3 years of experience in event planning, project coordination, or network/coalition management, preferably in a nonprofit setting. Demonstrated experience managing multiple projects with competing priorities.

Proficiency in Google Workspace, and virtual event platforms (e.g., Zoom, Eventbrite, Cvent). Experience with CRM systems (e.g., Salesforce), and basic design software (e.g., Canva) is a plus.

This position does require about 15% travel. Ability to travel by plane and carry luggage is required.

Pay range DOE: \$27.88- \$30.76/hour. Full medical, dental & vision insurance provided, partially paid insurance available for dependents, 401K, 10 paid holidays and 23 days of PTO per year.

To apply:

https://www.indeed.com/viewjob?jk=5ba0e846689c4adb&from=shareddesktop_copy

United Cerebral Palsy is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.