



Position Opening: Event Manager

Company Overview

Green Living Project (GLP) is the #1 media production and marketing company focused on cutting-edge sustainability-related projects and initiatives.

Through award-winning multi-media content (HD video), GLP educates, inspires, and entertains people on the importance and benefits of sustainability-based practices (e.g. sustainable tourism, wildlife conservation, education, food, renewable energy, community development). To date, GLP has documented 60+ unique and cutting-edge sustainability-related projects across 17 countries in AFRICA, SOUTH AMERICA, and NORTH AMERICA. Project Partners include top-tier tourism boards (Mexico, Ecuador, New Mexico, Maine), aid organizations (CARE, UNDP), conservation organizations (Rainforest Alliance, African Wildlife Foundation, Earthwatch), national parks (South Africa National Parks), and much more.

Ultimately, GLP markets and promotes these Projects and Partners/Sponsors through our very successful grassroots Event Marketing Program (175+ events in 2011), social media sites (Facebook, Twitter, YouTube), licensing partners (Outside Television, National Geographic, Travel + Leisure), website, and more. Based on GLP's extensive event marketing, sustainability, and multi-media production expertise, this is an exciting opportunity for strategic partners interested in promoting and collaborating with other sustainable brands, organizations, and projects around the globe.

For more information, please visit: www.greenlivingproject.com

Position: Event Manager

Division: Premiere Events

Position Overview:

A fast growing and successful media production and marketing company, GLP is seeking a hard working, talented, and success-motivated professional for this position. This person will plan, organize, and execute all aspects of GLP's "[Premiere Events](#)". These popular and unique multi-media events showcase GLP's exclusive production/storytelling work at targeted active-lifestyle markets across North America. The overall goal for these large events is to educate, inspire, and entertain attendees on the benefits and importance of successful global sustainability initiatives. And, quite simply, why not showcase these engaging stories at cool, engaging, and fully catered events nationwide?

Job functions:

Event marketing and planning, grassroots marketing, strategic partnership development, sales, education programs, market research and planning

Job duties:

- Plan, execute, and manage large monthly multi-media events across the U.S.
- Research and identify key venues and partners for every cities
- Research, develop, and maintain strategic business relationships with NGO's, travel industry executives, and sustainable organizations in event cities
- Negotiate and prepare contracts for event partners and sponsors
- Develop strong working relationships with local volunteers
- Manage the development, production, and distribution of all promotional material and collateral in support of marketing the event
- Manage overall monthly and annual P+L statements for Premiere events

Key benefits:

- Unique marketing challenge – further develop North American “Premiere Event” Series
- Diverse learning experience – marketing, event planning, business development, education
- Flexible work schedule – virtual office, weekly work schedule, etc
- Travel opportunity— monthly visits to new cities across the US
- All background and supporting materials will be fully provided
- Opportunity to join unique, fast-growing media production and marketing company
- Opportunity to further develop company division, and collaborate or join other company divisions based on individual’s personal or career goals

Key requirements:

- Strong marketing, event marketing, and/or grassroots marketing experience
- At least 3-5 years of solid business-related experiences
- Proven track record in marketing, business, education, or event management
- Superb organization, interpersonal and communication skills
- Background in multi-media, sustainability, and/or travel industries is a plus

Additional Information:

Start date: May 1st, 2011
Location: Flexible
Commitment: Full-time
Compensation: Final compensation package is negotiable

Contact Information:

Please email (info@greenlivingproject.com) your resume and describe why you are the best candidate for the position. Thank you for your interest in Green Living Project.