



## Events Coordinator (Volunteer)

### Who We Are

Human Rights Research Center (HRRC) is an established nonprofit start-up that brings a multidisciplinary approach to human rights and seeks to bridge the gap between academic research and the wider public. We **educate** through facts, **advocate** using our research findings, and take **action** to implement change.

### Who You Are

We're seeking a highly organized, proactive, and mission-driven **Volunteer Events Coordinator** to support the planning and execution of virtual and occasional in-person events. This role is ideal for someone who enjoys logistics, coordination, and collaboration, and who is passionate about creating meaningful spaces for education, dialogue, and engagement around human rights issues.

### What You'll Do

- Plan, coordinate, and support HRRC events such as webinars, panel discussions, workshops, briefings, and community forums
- Develop event timelines, task lists, and coordination plans to ensure smooth execution
- Collaborate with internal teams, speakers, partners, and volunteers to manage logistics and communications
- Coordinate event registration, scheduling, and virtual platforms (e.g., Zoom or similar tools)
- Assist with outreach and promotion of events in collaboration with communications and social media teams
- Support speaker onboarding, including confirmations, bios, and technical preparation
- Manage day-of-event logistics, including run-of-show coordination and troubleshooting
- Assist with post-event follow-up, attendance tracking, and feedback collection

### Qualifications

- Strong organizational, communication, and time-management skills
- Demonstrated interest in human rights, social justice, nonprofit work, or event planning
- At least one year of experience in event coordination, project management, communications, or a related field (professional, academic, or volunteer)
- Ability to manage multiple tasks and deadlines in a remote, start-up environment
- Comfortable communicating with diverse stakeholders, including speakers and partners
- Familiarity with virtual event platforms, Google Suite, and collaborative tools such as Slack preferred
- Experience with event promotion, outreach, or registration platforms is a plus
- Degree or coursework in Event Management, Communications, Nonprofit Management, Human Rights, or a related field is preferred

### Compensation and Commitment

Human Rights Research Center (HRRC)

E-mail: [info@humanrightsresearch.org](mailto:info@humanrightsresearch.org) Website: [www.humanrightsresearch.org](http://www.humanrightsresearch.org) EIN: 87-1306523

2000 Duke Street, Suite 300, Alexandria, VA 22314, U.S.A.



This is a **volunteer, virtual opportunity** with an expectation of approximately **4–6 hours per week**. A minimum **six-month commitment** is required.

### **Benefits of Volunteering with Us**

- Play a key role in delivering impactful human rights programming and public engagement
- Gain hands-on experience coordinating nonprofit and advocacy-focused events
- Build a portfolio of event planning and coordination experience
- Collaborate with a passionate, interdisciplinary, and diverse team
- Receive professional references, LinkedIn endorsements, and recognition for your contributions

### **How to Apply**

Please complete the application form here: <https://forms.gle/F6agdzywoPogFWHY6>.

*Human Rights Research Center (HRRC) is committed to equal opportunity and promotes equity and transparency as core values. HRRC practices inclusiveness in decision making through the use of consultation with employees throughout the organization. HRRC does not discriminate against any person on the basis of actual or perceived race, color, religion, national origin, ancestry, citizenship status, age, ability, gender, marital status, veteran status, sexual orientation, genetic information, arrest record or any other characteristic protected by applicable federal, state or local laws. Applicants committed to equity from all backgrounds, experiences, abilities, and identities are encouraged to apply.*

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