

## **MiHC SPECIAL EVENTS PLANNER**

### **DESCRIPTION**

#### **MiHC Background:**

The Michigan Hispanic Collaborative (MiHC) is a 501(c)(3) nonprofit organization that distinctively mentors and supports academically ambitious low-income Hispanic high school and college students in under-resourced Michigan Hispanic communities. We work to eliminate equity barriers that stall academic and employment opportunities, with an overall goal of rapidly reducing the 40% Detroit Latino poverty rate through economic leadership via a bachelor's degree and beyond.

#### **Project Description:**

We are seeking a consultant to support the planning and coordination of Special Events, as outlined by MiHC leadership. This consultant will oversee all event planning activities and logistics for special convenings hosted by MiHC, including a forum for High School principals and College Presidents.

MiHC's standard of excellence mandates that we partner with content experts that are recognized as leaders in their field. We also hope that those we hire are committed to our mission and have values that align with our organization's work.

This is a short-term project (approx. 3-5 months). Details will be confirmed upon the start of the project.

#### **Preferred Qualifications:**

- Demonstrated experience planning events, preferably in the nonprofit sector.

#### **Project Tasks:**

The consultant will:

- Oversee all event planning for special convenings, managing things such as:
  - Event logistics (venue, food, etc.)
  - Event agenda
  - Guests and speakers

#### **Deliverables:**

This consultant will provide:

- Fully executed event plan for special convenings

**Interested candidates must provide a resume and cover letter outlining relevant experience by February 4, 2022 to [mihc@mihc.org](mailto:mihc@mihc.org).**

*Individuals employed by the Michigan Economic Development Corporation may not apply.*

*Consultant will be required to sign a Non-Disclosure Agreement.*