Community Coordinator – 6 Month Contract
Location: Western Europe or the US, East Coast

Introduction to TM Forum
We are an alliance of 850+ global companies working together to break down technology and cultural barriers between digital service providers, technology suppliers, consultancies, and systems integrators.

Our work is defined by our members, which include 10 of the world’s top 10 network and communications providers and stretch across 180 countries. Our members tap into each other’s collective experiences and abilities to collaboratively solve complex industry-wide challenges, deploy new services and create technology breakthroughs to accelerate change.

We help communications service providers (CSPs) and their suppliers to digitally transform and thrive in the digital era. We do this by providing an open, collaborative environment and practical support which enables CSPs and suppliers to rapidly transform their business operations, IT systems, and ecosystems to capitalize on the opportunities presented in a rapidly evolving digital world. You can learn more at www.tmforum.org.

Diversity & Inclusion at TM Forum
TM Forum is an Equal Opportunity Employer that does not discriminate based on actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, arrest record, or any other characteristic protected by applicable federal, state, or local laws.

Summary:
Events are the key channel through which TM Forum drives member engagement and connects members so that they can network, collaborate, receive practical guidance, and do business with one another.

The Community Coordinator reports to the Director of Event Operations. This position will be required to organize outstanding and unforgettable community events during our flagship event Digital Transformation World in Copenhagen, September 2022. The role requires the person to be motivated, well-organized, and have excellent communication skills.

This individual would be responsible for each part of the many community events, including but not limited to:

- Running clubs
- VIP social
- DTW by Night
- After-hours mixer in the Quad
- Executive dinners
- Attendee tours (walking, cycling, food tasting)
Responsibilities would include:

- Assist with vendor selection
- Negotiate with third-party vendors to achieve the most favorable rates and confirmation/cancellation terms
- Work closely with Accounts Payable to ensure timely payment to our vendors
- Manage the day-to-day event planning of each activity; working with other departments to ensure all logistical requirements of the event are carried out
- Manage the on-site operations of each activity, ensuring all arrangements and orders are carried out promptly and of a high quality we expect from the venue and our third-party vendors
- Operate under little supervision with a can-do attitude and strive to improve existing processes

Skills required:

- Innovative, highly self-motivated, driven, and ambitious individual
- Very strong attention to detail with accuracy and thoroughness
- Effective time management skills with a proven ability to meet deadlines
- Ability to react quickly to deviations in the event plans and adapt efficiently as and when they arise
- Excellent verbal and written communication skills
- Exceptional organizational skills, logical mindedness, with strong ability in multi-tasking and creative problem solving
- Demonstrate ability to work with flexibility, efficiency, both individually and as part of a team
- Able to stay calm, composed, and professional, even under pressure
- Flexibility and willingness to work outside the normal office hours, including some weekends
- Ability to travel internationally (September 18-22, 2022)

For immediate consideration, please forward resume with salary requirement
For more information, please view our website at www.tmforum.org
An Equal Opportunity Employer

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