

## Event and Communications Coordinator Job Description

**Mission:** The Hepatitis B Foundation (HBF) is a nonprofit organization dedicated to finding a cure and improving the quality of life for those affected with chronic hepatitis B worldwide. We conduct multi-stakeholder initiatives to prioritize hepatitis B and improve hepatitis B prevention, diagnosis, care, and treatment access – and provide information and support to those affected. HBF fosters a culture of collaboration, professional and personal growth.

**Job Description:** The Events and Communications Coordinator reports to the Events Director to assist with implementation of the annual International HBV Meeting, and also supports the Foundation's communications strategies. They provide logistical, communications, and on-site meeting support for the International HBV Meeting; and create and disseminate content for the Foundation's social media and online communications. This is a full time, hybrid position, with 3 days a week on site.

### Major Areas of Responsibilities

#### International HBV Meeting

- Assist with event logistics including venue space, catering, audiovisual services, poster boards, and onsite signage for international conference.
- Serve as the primary/secondary contact for some vendors and event partners.
- Triage and coordinate communications for international conference attendees.
- Assist with management of event budgets (revenue and expenses), invoices, check requests.
- Coordinate event-based communications and marketing goals; ensure all marketing benefits are executed in a timely matter.
- Coordinate the preparation and production of event materials.
- Manage travel arrangements for event staff and event VIPs as required.
- Manage event website content, online registration and tracking software.
- Initiate and manage an effective communications platform and schedule for internal/external partners.
- Manage internal/external partner staffing requirements; coordinate logistics for event team.
- Assist with compliance re: insurance, legal, health and safety obligations.
- Assist with event evaluation, identify trends and opportunities for future improvement.
- Coordinate the preparation of event presentations and printed collateral, and technical support needed.

#### Foundation Communications

- Create monthly social media outlines including graphics, videos, captions and appropriate hashtags.
- Schedule social media posts on Hootsuite [graphics/videos/captions/hashtags] and promote upcoming events and initiatives.
- Assist the Senior Communications Manager with video production and photography at assigned events.
- Create and coordinate communications for events (communications outline, email distribution, website maintenance, posters/displays, slideshow design and social media execution).
- Maintain monthly data reports for social media platforms and website traffic.
- Launch a TikTok account and maintain channel content.

### Qualifications

- Bachelor's degree preferred; significant work experience could substitute for a degree.
- At least 3 years' professional experience with event management and communications.

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- Annual meeting travel and sporadic evening hours are required.
- Strong understanding of software tools related to event management and demonstrated ability to provide basic technical support for event platforms.
- Excellent interpersonal skills, finds satisfaction in being part of a team, and succeeds in a fast-paced environment.
- Outstanding customer service skills with excellent communication skills (verbal and written) with a high degree of professionalism.
- Ability to work independently and as part of a team.
- Keen understanding and knowledge of using social media platforms to reach strategic outcomes and multiple audiences.
- Ability to prioritize and manage multiple projects and work assignments; able to anticipate event needs; able to adapt and problem solve in a timely and professional manner.
- Highly organized with excellent attention to detail and high personal expectations for quality.
- A current passport and valid driver's license required.

*The Hepatitis B Foundation is an "At Will" and Equal Opportunity Employer*

***Please send cover letter and resume to [jobs@hepb.org](mailto:jobs@hepb.org)***