



POSITION OPENING: COMMUNICATIONS AND EVENTS COORDINATOR

Position Overview

The Communications and Events Coordinator supports Viristar's communications and events by managing content, maintaining online platforms and assisting with event planning and logistics.

Duties include supporting the production and execution of Viristar's events, assisting with vendor coordination, creating content for digital channels, developing communications materials, managing administrative tasks and other duties as assigned.

The ideal candidate is highly organized, demonstrates strong time management skills, possesses excellent written and interpersonal communication abilities, and has professional experience in digital communications, content creation and event support.

Primary Responsibilities

Digital Communications and Content Creation

1. Draft, edit, schedule and publish email communications using Mailchimp
2. Create and publish written, graphic and video content across social media, newsletters, blogs and event pages
3. Monitor and respond to social media queries and comments
4. Coordinate event promotion across email marketing and social media channels
5. Prepare promotional toolkits for presenters, sponsors, partners and other stakeholders
6. Collect and organize course alumni content for marketing and storytelling
7. Assist with the development of case studies

Website and Course Support

1. Perform routine website maintenance including blog posting, fixing broken links and minor content edits
2. Maintain and update course calendars and event pages
3. Update course content in alignment with brand guidelines
4. Upload and organize recordings of Live Session videoconference calls within Viristar's online Learning Management System

Conference Logistics

1. Coordinate logistical elements of conferences, including room layouts, audiovisual needs, registration areas and on-site operations
2. Support exhibitor and sponsor coordination

3. Manage speaker and presenter logistics, including agreements, travel coordination, gifts and recognition
4. Support administrative aspects of Conference Committee activities
5. Oversee attendee-facing elements such as registration materials, swag, name badges and certificates
6. Manage conference materials inventory, including ordering, tracking and preparation
7. Assist with post-event evaluation, feedback collection and reporting
8. Coordinate and staff Viristar's conference booth, representing the company at industry events

Other Responsibilities

1. Provide administrative and project support to the Communications Manager
2. Support cross-departmental communications initiatives as assigned
3. Other duties as assigned

Qualifications

Required

1. Minimum of two years' experience in communications, marketing or related field
2. Excellent professional writing skills, with strong command of grammar, syntax and tone
3. Proficiency with Google Workspace products, WordPress CMS, MailChimp or other email marketing platform, and social media management
4. Basic graphic and video content creation skills using branded templates
5. Strong organizational, project management and multitasking abilities
6. Excellent interpersonal and communication skills, including comfort with public-facing interactions and cross-cultural communications
7. Ability to work independently in a remote or dynamic environment, with minimal supervision
8. Willingness and ability to travel domestically and internationally for conferences and events
9. Eligibility to work in the USA

Preferred

1. Bachelor's degree in communications, marketing, English, journalism, or a related field (or equivalent professional experience)
2. Experience supporting conferences or events
3. Skill with Adobe Creative Cloud products including InDesign, Illustrator, Photoshop and Premiere
4. International and cross-cultural professional experience
5. Interest or experience in outdoor, adventure, travel or experiential education sectors

Compensation

- Salary commensurate with experience; anticipated starting salary range US \$45,000-50,000
- Three weeks' vacation leave to start (accrued by pay period)
- Ten paid holidays annually
- Monthly health insurance benefit
- SIMPLE IRA retirement plan
- Professional purchase program (outdoor gear)

Reports to: Communications Manager

Position Type: Permanent, full-time, year-round

Location: 100% remote, anywhere within the USA. Occasional (~5-10%) travel to locations in the USA and internationally anticipated.

Application Closing Date: Position open until filled

Desired Job Start Date: Immediately

To Apply: Please email a single PDF file to staff@viristar.com, attention: Kaelan Young, Communications Manager, that includes a cover letter expressing your interest and qualifications, resume, and samples of or a link to writing, graphic design work, and video content.

About Viristar

Viristar LLC is based in Seattle, Washington, USA, the traditional land of the Coast Salish peoples past and present, and is a global leader in consulting, training and accreditation services that enhance the quality and safety of outdoor, adventure, experiential and travel programs. With specialized expertise, Viristar supports government agencies, nonprofits, schools and private organizations in strengthening safety systems and improving program effectiveness. Through risk management solutions and consulting, Viristar helps organizations create, expand and improve their programs.

For more information, visit viristar.com.

Viristar Actively Supports Diversity, Equity and Inclusion

Viristar values diversity, equity and inclusion. We strongly encourage candidates from traditionally under-represented backgrounds to apply.