



EVENTS MANAGER APPLICATION GUIDE

PLEASE READ THIS CAREFULLY BEFORE APPLYING—we want to make sure we're all on the same page and there are important instructions included about how to apply!

We're sharing all the details upfront about how to apply and what to expect during our hiring process because we value transparency and want to set clear expectations. Plus, we're here to support you as you navigate the application process! If anything changes, we'll be sure to let active candidates know.

How to Apply:

Instead of a traditional cover letter (because honestly, who loves writing those?), we're asking you to do something a little different! Here's what you'll need to prepare to apply:

1. **Your resume saved as a PDF**
2. **Write a short answer to this prompt** (also saved as a PDF, please):
Tell us about a favorite event you managed and planned. Why was it your favorite, and what was one management challenge you had to overcome?

Application Process:

We'll only accept applications received **Tuesday, January 21 to Sunday, February 2**.

To apply, send your resume and your answer to the requested prompt as PDF attachments to LPimentel@pluginamerica.org. Please make sure your name and email address are included in your prompt answer document since this will be a separate document from your resume. To ensure your application gets filtered accurately, please use **"EVENTS MANAGER APPLICATION - [insert your first initial, last name]"** as the subject line of your email. We also ask that you identify in the body of your application email where you saw the position posted (i.e. Linked In, Green Jobs Board, Idealist, social media platform or specific group on a social platform, etc.).

Here's a quick breakdown of our hiring timeline, but please keep reading all the details below!

- Stage 1: Job Posting & Initial Screening – We will only be accepting applications received January 21 - February 2, 2025
- Stage 2: First Interview – Early February 2025
- Stage 3: Final Interview – Mid February 2025
- Stage 5: Offer & Start Date – Mid-Late February 2025 & Late March 2025

Stage 1: Job Posting & Initial Screening

We'll only accept applications received **Tuesday, January 21 to Sunday, February 2**.

Different job boards have different lengths of time in which a position might be posted, so the posting for this position may still be visible even after we have stopped accepting applications.

Our team will review applications, and if we need to confirm any information, we'll email you. So, please keep an eye on your inbox and reply promptly (thanks for helping us stay on track with our timeline). You'll also receive an email if you're invited to interview. And sticking with the receiving-an-email theme... if you aren't advanced to an interview, we will also (you guessed it!) email you.

Stage 2: First Interview

Invitations to interview for the position will be sent out by February 3. The first interviews will be scheduled for February 6-7. The interviews will be conducted via Google Meet; please be prepared to be camera-on.

Stage 3: Final Interview

For the second/final round, we'll send you the interview questions in advance so you have time to prepare detailed answers that thoroughly showcase your skills, experience, and approach to work. The interviews will be scheduled for February 13-14 and conducted via Google Meet; please be prepared to be on camera.

Stage 4: Offer & Start Date

We're aiming to extend an offer and confirm acceptance of our new team member by February 21. We hope to have our awesome new hire starting with us on March 21.