



## **JOB DESCRIPTION**

### ENGAGEMENT COORDINATOR – GLOBAL PARTNERSHIPS & CONVENTION SPONSORSHIPS

#### **General Job Description**

The International LGBTQ+ Travel Association (IGLTA), a leading non-profit promoting LGBTQ+ travel since 1983, seeks a highly motivated and detail-oriented Engagement Coordinator. This role is pivotal in ensuring our Global Partners and Convention Sponsors maximize their benefits and achieve their LGBTQ+ marketing objectives. Reporting to the Vice President–Global Partnerships, the Coordinator will provide crucial activation, fulfillment, and administrative support. This is a full-time, home-based position with potential for domestic and international travel.

#### **Responsibilities:**

- Coordinate partner/sponsor benefit activation and fulfillment.
- Develop and deliver timely fulfillment reports for global partners and convention sponsors.
- Manage convention sponsorship fulfillment in collaboration with the VP-Global Partnerships and Meeting Planner.
- Create and maintain communication calendars for partners & sponsors on IGLTA marketing channels.
- Curate and oversee IGLTA social media content to promote partners and sponsors.
- Enhance partner/sponsor visibility among LGBTQ+ travelers and allied travel professionals.
- Contribute to strategic planning for partnership and sponsorship programs.
- Provide administrative support to the VP-Global Partnerships.

#### **Qualifications:**

- Bachelor's degree in marketing, advertising, communications, or a related field.
- Experience in corporate sponsorship creation, design, implementation, activation, and fulfillment.
- Excellent written, verbal, and interpersonal communication skills.
- Proficiency in Google Workspace, Microsoft Office Suite and digital layout/publishing software.
- Strong time management, organizational, and project management skills.
- Ability to work effectively and independently in a virtual, small team environment.
- Solid analytical and mathematical skills, including calculating percentages and interpreting formulas.
- Proficiency in social media platforms and analytics tools.
- Innovative, creative thinking with a proactive approach to problem-solving.
- Results-oriented, eager to take on additional responsibility and communicate results effectively.
- Detail-oriented with a positive attitude and strong work ethic.
- Fluency in English and at least one additional language.

IGLTA is committed to equal opportunity and diversity. We encourage all qualified individuals to apply, regardless of race, ethnicity, age, sexual orientation, gender identity, gender expression, religion, marital status, immigration status, veteran status, or disability. IGLTA has a Global Operations Team with virtual offices in twelve countries. This position is home-based and may include some travel. It is a full-time position in a small staff “hands on” environment.

#### **To Apply:**

Please submit your resume and a cover letter to [wendy.swinden@iglta.org](mailto:wendy.swinden@iglta.org)

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