
MIT Job Description

Job Title: Events Planning Assistant II	Position Title: Events and Program Assistant
Reports to: Communications Manager	% Effort or Wkly Hrs.: 40
Department: Lemelson-MIT Program	Prepared by: Stephanie Couch
Effective Date: October 1, 2025	Pay Grade: 5

Position Overview:

The Lemelson-MIT Program (LMIT) is a national leader in efforts to prepare the next generation of inventors and entrepreneurs. Our work focuses on the expansion of opportunities for all young people to learn ways inventors find and solve problems that matter. We are devoted to bringing invention education opportunities to all students. Our commitment to inclusion aims to promote equal opportunity for students from all backgrounds to identify problems, develop inventions, protect their intellectual property and commercialize their creations. This position assists with the planning and operation of events at MIT, in Cambridge and the greater Boston region, and across the nation. The person in this role also provides administrative support for LMIT's educational program staff who work with collaborators across the United States.

Principal Duties and Responsibilities (Essential Functions):**

Communications, Event Planning, and Operations (30%)

- Assists with the organization of in-person or online meetings (via Zoom) with collaborators including scheduling meetings, room reservations, calendar maintenance, coordinating logistics such as food or technologies, photocopying and printing.
- Coordinates high-profile events including professional development workshops at MIT and other locations across the U. S. Events include complex, cross-program activities involving over 300 participants. Responsible for event planning, organization, invitations, registration, menu, name tags, presentation needs, list management, and follow-up items with attendees.
- Gathers information and creates event registrations in HubSpot.
- Works with LMIT's Finance and Grants Administrator to track payments and information for professional development workshops and other events.
- Assists with data tracking efforts used to assess and determine the impact of communications and events. This includes entering data into HubSpot from a variety of sources including other team members, as well as extracting data from HubSpot or Canvas and creating reports.

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- Conducts routine research as needed. Examples include background information for meeting attendees, identifying guest speakers for events with specific expertise, and data gathering from online resources to support communications, marketing, and/or programmatic strategies.

Administrative Support for Invention Education Initiatives (50%)

For Partners in Invention Education (PiE) and Regional/State Efforts

- Assists with outreach and communications to PiE members and/or regional collaborators, answers questions, directs inquiries as needed to other staff members, and tracks deadlines and goals.
- Coordinates meetings and professional development sessions between Lemelson-MIT staff and PiE members/regional collaborators; Serves as a resource for internal staff and external collaborators.
- Works with LMIT's Finance and Grants Administrator to ensure all PiE members have received and paid invoices and thereby have active memberships.
- Reconciles purchasing cards with receipts when applicable to grant funding supporting collaborations with others.
- Work with program staff to obtain and/or distribute physical materials needed for invention education programming.

For InvenTeams

- Assists with outreach and communications to current InvenTeam members schools, answers questions, directs financial inquiries, and tracks deadlines and goals.
- Reconciles team purchasing cards with receipts.

Administrative Support (all programs) (20%)

- Helps create, organize, and track digital and written materials and online resources.
- Assists with procurement card purchases, receipts, and reimbursements (including travel).
- Creates requisitions/purchase orders for supplier payments, interacting with vendors on price negotiation and collection of required documentation, as well as investigating and resolving purchasing/accounting discrepancies.
- Assists with tracking contacts who are part of the invention education initiatives using HubSpot.
- Creates and tracks permissions and releases needed for LMIT offerings gathered using DocuSign.
- Conducts ongoing inventory management of supplies for hands-on Invention Education activities. Creates activity kits for site visits and other gatherings and ensures timely shipping to venues.

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- Prepares mailings and shipping as needed.
 - Provides general administrative support as needed for communications, events and existing and/or new invention education initiatives.
 - Uses technologies including Canva, Canvas, Coursera, Trello, Linvio, Zfairs and DocuSign to accomplish work outlined above.
 - May assist, if needed, with arranging travel, including reservations and the assembly of travel itineraries and folders.
 - Other duties as required.

Supervision Received:

This position will be supervised by the Communications Manager, but work will also be overseen by the Invention Education Managers. Detailed instructions and procedures will be provided, but the person in this position is also expected to work independently within the scope of the defined responsibilities.

Supervision Exercised:

May coordinate work of, and work alongside student employees and/or temporary staff.

Qualifications & Skills:

- Minimum of three years of program, administrative, office or related experience; customer service experience a plus
- High School Education or equivalent required. Associates Degree preferred.
- Strong written, oral, and interpersonal skills, including the ability to interact with diverse sets of individuals
- Strong organizational and time-management skills, including demonstrated ability to be flexible and handle multiple tasks simultaneously
- Requires full working knowledge of general office practices and procedures
- Strong attention to detail; ability to prioritize and work well under the pressure of deadlines; and ability to use good judgment
- Demonstrated ability to maintain confidential information
- Strong computer software skills, with proficiency in Microsoft Office suite (especially Excel, Outlook, and PowerPoint), Google Docs, Dropbox, Trello, and web searches; web maintenance and Hubspot CRM, DocuSign, Canva, and Canvas experience a plus
- Ability to work independently and as part of a team
- Strong interpersonal and customer service skills
- Ability to work nights and weekends during LMIT's events.
- Ability to lift/move boxes of up to 15 lbs. in weight preferred
- This position is subject to MIT policies regarding the days of expected work on-campus. At present, MIT employees within the School of Engineering have a hybrid schedule, working three days on campus and two days remotely.

Employment is contingent upon the completion of a satisfactory background check.

** To comply with regulations by the American with Disabilities Act (ADA), the principal duties in job descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.