

# FUTUREPROOF

**Position: Breakthru Coordinator**

**Location: Remote**

**Type: Full-Time**

## **JOB SUMMARY**

Join the award-winning Future Proof team and be part of redefining B2B events in the finance industry. As a Breakthru Coordinator, you will support the development and execution of Breakthru, the largest in-person networking program in finance, which features Breakthru Experiences, Breakthru Talks, and Breakthru Meetings. This role requires a proactive, highly organized, and energetic individual who can manage event logistics, community engagement, and client support. At Future Proof, we are forward-thinking and bold, creating dynamic experiences for thousands of professionals and investors. This is your chance to leave a mark on an industry, helping to engage and expand our vibrant community.

## **KEY AREAS OF RESPONSIBILITY:**

### **EVENT LOGISTICS**

- Coordinate the planning and execution of Breakthru Experiences, Talks, and Meetings, ensuring all elements are on track.
- Manage event timelines and logistics to ensure smooth operations and alignment with event goals.
- Develop and maintain comprehensive event documentation, including guidelines, schedules, and communication materials.
- Collaborate with cross-functional teams to align on event needs, including technology, materials, and on-site setup.
- Support on-site logistics during events, including overseeing help desks and resolving any operational issues.

### **COMMUNITY ENGAGEMENT**

- Build and foster relationships with event attendees to strengthen engagement and loyalty within the Future Proof community.
- Proactively communicate with attendees about event updates, scheduling, and FAQs to enhance the attendee experience and strengthen attendee engagement.
- Analyze attendee feedback post-event to provide insights on event success and areas for improvement.
- Collaborate with marketing and social media teams to highlight attendee experiences and success stories.

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## CLIENT SUPPORT

- Serve as the primary point of contact for all attendee inquiries, ensuring prompt and professional communication.
- Assist attendees with registration, technical support, and event-related questions across all communication channels.
- Provide on-site support for attendees, helping them navigate event activities and resolve any issues.
- Document client interactions and common questions to refine future client support efforts and improve processes.

## WHAT YOU BRING

- 1-2 years of experience in event coordination, with a focus on attendee engagement and operational logistics.
- Strong customer service skills, with experience interacting with clients and high-level executives.
- Excellent written and verbal communication skills.
- Familiarity with CRM tools (e.g., HubSpot) and event management platforms.
- Ability to manage multiple tasks effectively in a fast-paced, remote environment.
- Exceptional organizational and time-management skills.
- Proficiency in Google Workspace (e.g., Docs, Sheets, Drive)

## WHAT WE OFFER

- Competitive salary and benefits package, including generous paid time off, health benefits, and a 401k after 6 months.
- Professional growth and development opportunities.
- Fully remote work environment with travel opportunities to Future Proof events and employee gatherings throughout the year.

## HOW TO APPLY:

Please submit your resume and a brief cover letter detailing your interest and suitability for the role through our application form, [linked here](#). We're excited to hear how you can contribute to our team at Future Proof!