



Event Specialist

Hashtag BLKLIN | Community Is the Experience

Hashtag BLKLIN creates spaces where Black professionals connect, learn, and show up fully. We're looking for an **Event Specialist** who knows how to turn ideas into seamless, high-impact experiences—online and in real life.

If you're the person who *always* has a run-of-show, a backup plan, and a cool head when things change, we want you.

What You'll Do

- Plan and execute virtual and in-person events
- Manage logistics, vendors, and timelines
- Support speakers, partners, and attendees
- Ensure every event feels intentional and on-brand
- Help create spaces people want to return to

Who You Are

- Highly organized and detail-obsessed (in a good way)
- Calm under pressure and great at problem-solving
- Experienced in events, production, or logistics
- Flexible with evenings/weekends when events happen
- Aligned with Hashtag BLKLIN's mission and community values

Why Hashtag BLKLIN



- Mission-driven, culture-first organization
- Opportunity to work on meaningful, visible events
- Collaborative and creative team
- Flexible work environment
- Work that brings people together—literally

 **Apply by submitting your resume and a brief note on your event experience.**
(Event portfolios, run-of-show samples, or photos encouraged.)