



JOB DESCRIPTION

Speakers Bureau Coordinator

About The Ladies of Hope Ministries

[The Ladies of Hope Ministries \(The LOHM\)](#) is an organization whose mission is to help disenfranchised and marginalized women and girls transition back into society through resources and access to high-quality education, entrepreneurship, spiritual empowerment, advocacy, employment, and housing. The way we fulfill our mission is through our many different expansive programs.

Position Overview

The Speakers Bureau Coordinator will build and manage a new in-house agency to broker paid speaking engagements and other creative/business opportunities. The goal of the bureau is to help spread speakers' ideas in a way that is mutually beneficial and consistent with LOHM's vision; always maintaining an equitable approach. Reporting to Director of Advocacy & Engagement, the Speakers Bureau Coordinator will help directly reach new audiences and increase our global impact.

Primary Duties and Responsibilities

- Set up, launch and maintain a self-contained LOHM Speaker Bureau to schedule speakers and research prospects for speaking engagements using templates and processes that reflect LOHM's ethics, guidelines and approach.
- Facilitate the advancement of speakers as projects in other media (books, films, podcasts, etc.) are cultivated.
- Review engagement stipulations for events featuring LOHM speakers and discuss any conflicts of interest in negotiated terms.
- Coordinate with program leadership to establish a talent pipeline, eligibility requirements, and other rules of engagement as needed.
- Execute other duties/responsibilities as directed.

Qualifications

The LOHM seeks the ideal candidate with the following qualities and skills:

- 3+ years of experience as a speaker agent; adept at understanding contracts and managing both talent and clients.
- General knowledge of and interest in well-spoken public figures and experts in a wide range of fields that mirror LOHM's mission and values.
- Experience working with justice involved populations a plus; curious, creative, collaborative, and personable.
- Strong written and verbal communication, administrative, and organizational skills.
- Independently sustain a realistic balance among multiple priorities and projects from conception to completion with a willingness to contribute however possible to ensure overall effectiveness of position.
- Proficient in Microsoft suite (Microsoft Outlook, Word, PowerPoint) and Adobe Acrobat.
- Knowledge of web-based meeting platforms (Zoom, GoToWebinar) and CRM database.



How to Apply

Submit a detailed cover letter describing your interest and qualifications, resume, and a writing sample to hr@thelohm.org. Please add **Speaker Bureau Coordinator** in the subject line.

No phone, email, or fax inquiries on submissions. Qualified applicants will be contacted for an interview.

The Ladies of Hope Ministries is an Equal Opportunity / Affirmative Action Employer. All qualified applicants will be considered for employment without unlawful discrimination based on race, color, creed, religion, national origin, citizenship, age, sex, disability, sexual orientation, gender identity, gender expression, military status, marital status, familial status, caregiver status, predisposing genetic characteristics, veteran or active military service member status, pregnancy, arrest or conviction record, unemployment status or any other characteristic protected by applicable law.

The Ladies of Hope Ministries values diverse experiences. People with prior criminal legal system or immigration detention history are encouraged to apply. We depend on a diverse staff to carry out our mission.