

**Position Title:** Event Experience Specialist (Part-Time)

**Job Type:** Part-time (Internship Opportunities Available)

## About Hopdox

Hopdox is the leading innovator in eRecording, dedicated to making document recording **simply better** for counties, title companies, banks, and attorneys nationwide. We believe in more than just great technology—we believe in building relationships, creating memorable experiences, and making a positive impact in the local communities we serve.

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## Job Summary

We're looking for a **passionate and detail-oriented Event Experience Specialist** to help us create **unforgettable experiences** at the trade shows and conferences we attend. This **part-time** role is perfect for someone who loves event planning, community engagement, and ensuring every Hopdox event is **meaningful, well-organized, and impactful**.

## What You'll Do

- **Event Coordination:** Register for trade shows and conferences, manage logistics, and coordinate Hopdox's participation.
- **Strategic Planning:** Work closely with the sales team to develop event strategies that align with Hopdox's mission and goals.
- **Community Impact:** Identify ways to give back to the local community where each event is held—whether through charity support, donations, volunteer efforts, or other meaningful contributions.
- **Relationship Development:** Collaborate with **local county recorders, industry leaders, and event organizers** to ensure Hopdox events foster strong local relationships and create impact for attendees.
- **Experience Design:** Assist in designing and executing experiences that make Hopdox events special, from booth setup to unique engagement activities.
- **Logistics & Execution:** Coordinate event materials, promotional items, and schedules to ensure smooth and successful participation.

## What We're Looking For

- Experience in **event planning, trade shows, or conference coordination** or working toward a degree in experience planning (preferred).
- Passion for **creating meaningful experiences and engaging with communities**.
- Strong **organizational and project management skills**—able to juggle multiple events at once.
- Excellent **communication and relationship-building** skills.
- A proactive, self-motivated approach with a **can-do attitude**.

## Why Join Hopdox?

At Hopdox, we don't just attend events—we make them **extraordinary**. Whether it's bringing industry leaders together, supporting a local cause, or creating an engaging event experience, we believe every event should **leave a lasting impact**. If you love events, people, and making a difference, we'd love to have you on the team!

Interested? **Apply now and help us create unforgettable experiences!**