

Community Action Partnership

Job Description

Job Title:	Event and Program Assistant
Reports To:	Deputy Director
FLSA Status:	Exempt
Date:	June 2016

SUMMARY:

Under the immediate supervision of the Deputy Director, the *Event and Program Assistant* is primarily responsible for assisting with planning and on-site logistics related to the Partnership's training events. The *Event and Program Assistant* will also provide staffing support for the Certified Community Action Professional (CCAP) and Pathways programs. This includes tasks such as processing applications and tracking membership, as well as assisting with planning and on-site logistics related to these programs' events. Salary is \$40,000 - \$45,000, based on experience. Send cover letter outlining experience and interest in the position to jobs@communityactionpartnership.com noting "Event and Program Assistant" in the subject line. No calls please.

DUTIES AND RESPONSIBILITIES/ESSENTIAL FUNCTIONS

Events

- Assist with pre-conference planning and on-site logistics.
- Assist in coordinate AV needs and trouble shooting.
- Assist in planning the workshop schedule.
- Assist in securing and tracking workshop presenters.
- Assist in developing convention scripts and program.
- Assist in developing and printing convention evaluation forms and workshop sign in sheets.
- Assist in scoring, reviewing and analyzing convention and workshop evaluation forms.
- Assist in arranging for pickup, shipment, delivery, and return of event materials.

Certified Community Action Professional Program and Pathways to Excellence Program

- Process applications.
- Track applicants through the various program processes.
- Assist in organizing program leadership meetings.
- Assist with communications.
- Collaborate with the CCAP and Pathways Program Director on issues of mutual concern.
- Assist in with pre-event planning and on-site logistics.
- Coordinate AV needs and trouble shooting.

Administrative and Other Duties/Responsibilities

- Provide administrative support for Partnership activities across all departments
- Act as liaison with vendors as needed (phone, copier, fax, postage, IT)
- Proofread communication materials.

Other duties as assigned by the Deputy Director and CEO.

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS

To execute this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required:

- Strong knowledge of the principles of events management.
- Knowledge of nonprofit and/or association operations and management.
- Ability to interpret, explain and apply applicable laws, rules, and regulations.
- Excellent oral, written, and group communication skills.
- Demonstrated experience in:
 - Vendor/contract management and problem-solving
 - Event planning, organizing, coordination, and delivery
 - Microsoft Office software and a networked PC environment.
- Excellent interpersonal skills and high ethical standards.
- Sensitivity to diverse cultures, races, and low-income family situations.
- Ability to think creatively and be a key contributor to Partnership goals.

Minimum two (2) years of experience in an event planning, administration or operations role for nonprofits or associations. Minimum four-year Bachelor of Arts or Sciences degree.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the regular work environment is usually moderate.
- Must be able to travel for activities such as meetings, classes, and workshops in and out of the area.
- Must be able to travel by air as needed to attend training, conferences, and related activities.
- Overnight travel as required.