

Events Assistant

Purpose of the job: Assist events staff team members to manage and coordinate meetings, conferences, trade shows and events for various associations.

Essential functions and responsibilities:

- Coordinate arrangements with presenters including: AV needs, travel, hotel and other arrangements.
- Coordinate correspondence for sponsors and trade shows/exhibitors including confirmations, vendor arrangements and tracking paperwork required for exhibitors and sponsors.
- As requested, assist with onsite management of events
- Maintain timelines for events.
- Order promotional items and plaques (awards) for events.

Other duties and responsibilities:

Any others tasks as requested by the President/CEO or direct supervisor.

Working conditions and environment:

Flexible time schedule; hours may vary depending upon event schedules

Willing to work evenings and weekends on occasion

Job Requirements

Education, training, experience:

Knowledge and skills:

- Must have excellent organizational skills
- Strong communication skills (oral and written)
- Computer/Database skills
- Team player; excellent interpersonal skills
- Excellent phone skills and willingness to make follow-up calls to sponsors, speakers, etc.

Physical Demands:

- Lifting and carrying of necessary items for an event. Items generally weigh less than 50 lbs. each.
- Ability to drive to meetings/events

Technology Requirements:

- Computer: proficient in Microsoft Office, including powerpoint, Internet, Email
- Copier and printer use
- Fax machine