

Job Description Events Support Associate

1. Job Identification

Job Title:	Event Support Associate
Department:	Resource Development
Reports to:	Director, Resource Development
Classification:	Associate
Classification:	Contract
Creation Date:	January 2019
Revision Date:	

2. Job Overall Purpose

In 2019, the United Way KFL&A is working on a large event, in partnership with some significant partners and stakeholders.

Reporting to the Director, Resource Development (DRD) the Event Support Associate (ESA) will carry out tasks related to activities that support the project plan for various fundraising events.

With direction from the DRD, the ESA provides support and assists with event project planning, including but not limited to; community planning committee support, sponsorship, advertising, ticket sales, community partner outreach, and general logistical support.

3. Job Responsibilities

Job Responsibilities	%
<p>Provides support and coordination to community organizing committee</p> <ul style="list-style-type: none"> • Provide logistical support for the community organizing committee with the set-up of meetings. • Takes minutes from committee meetings and highlights action items for committee members • Action item tracking from prior meeting 	35%
<p>Sponsorship</p> <ul style="list-style-type: none"> • Works with committee to identify and solicit potential corporate sponsors for the event. • Drafts letters of support to be used by the community organizing committee to solicit sponsorships • Completes detailed tracking of sponsorship status and confirmations 	15%

<ul style="list-style-type: none"> Seeks sponsorships as required, in collaboration with the committee 	
Advertising/Promotion <ul style="list-style-type: none"> Assist with the creation of an advertising and promotion plan that has a local, regional, and national component. Assist in the execution of the advertising and promotion plan with the goal of maximizing ticket sales and awareness 	20%
Logistical Support <ul style="list-style-type: none"> Assist with general event logistics including sourcing materials for all supporting vendors Ensure coordination with CSC and the City of Kingston for proper compliance with Federal and local regulations 	20%
Other duties <ul style="list-style-type: none"> Other duties as may be assigned or may come up as part of organizational requirements. 	10%

These statements reflect the general details considered necessary to describe the principal functions of the job as identified, and shall not be considered as a detailed description of all work requirements that may be inherent in the job. The employee may be asked to work on other duties as assigned from time to time.

4. **Job Qualifications**

Knowledge, Skills and Abilities:

- Must possess a valid drivers' license and access to a vehicle

The successful candidate will gain:

- Experience with data analysis and evaluation
- MS Office Suite programs.
- Experience with database and customer relationship management software
- written, verbal, interpersonal and communication skills
- attention to detail
- excellent organizational and time management skills
- ability to plan and look ahead, anticipating timelines and deliverables; to work independently and with supervision
- ability to multi task and prioritize conflicting demands within tight deadlines
- ability to thrive in a flexible, ever-changing office environment
- excellent customer service

5. **Other Information**

The United Way works with community volunteers and is volunteer led. The role of the staff team, individually and collectively, is to support and manage volunteers, building long term relationships with partners, volunteers, donors and workplaces.

We are a small, flexible employee group that works in a team environment, with employees pitching in as required, based on the needs of the organization and with an agility that is inherent in the work we do.

We value exceptional customer service, teamwork, drive and initiative. Our staff are solution-focused, accountable and take responsibility for the key areas of focus, and are comfortable with change, recognizing that change is a constant in this environment.

7. **Working Conditions**

A. Physical Effort

1 <input checked="" type="checkbox"/>	Much of the time is spent in a comfortable position with frequent opportunity to move about. Infrequent need to move or lift articles.
---------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------

B. Physical Environment

1 <input checked="" type="checkbox"/>	Located in a comfortable indoor area. Any unpleasant conditions would be infrequent and very mild.
---------------------------------------	----------------------------------------------------------------------------------------------------

C. Sensory Attention

6 <input checked="" type="checkbox"/>	Frequent need to give close attention, with one or two senses at a time, to what is happening.
---------------------------------------	------------------------------------------------------------------------------------------------

D. Mental Stress

5 <input checked="" type="checkbox"/>	Work and environment change very little over time. Pronounced pressure from deadlines, production quotas, accuracy or similar demands. Unpleasant social contacts and/or concern about unpleasant situations are probable.
---------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------