

Position Title: Partnerships & Events Associate

Summary: Reporting directly to the Vice President, Partnerships & Events, the Associate is responsible for events and administrative support to the Partnerships & Events Team; coordinating and staffing all logistical aspects of LA84 Foundation's events, both internal and external, including supplies, inventory, and coordination of meetings, conferences, galas, rentals, etc. This position interfaces with all internal and external constituents and assists in coordination and planning of events. Once an event is confirmed, the position will be responsible for ensuring successful event execution. The role requires analytical and communication skills to appropriately prioritize duties, engage and work collaboratively with the team in a proactive and positive style, and to produce results on-time with meticulous attention to detail. S/he will be involved with a large range of contacts ranging from entry level to extremely high-level and may be exposed to sensitive information requiring discretion, good judgement and confidentiality. S/he will also coordinate/interface with other departments. This position requires comfort and agility in working in a fast-paced work environment and the ability to well-represent the organization to external audiences by phone and email.

RESPONSIBILITIES:

- Lead staff and support for all in-house events, including digital and virtual events
- Manages rental contracts, fees and other administrative details of facilities rentals and on-site film shoots. Maintains communication with approved vendors (including Rental Co, caterer, linen rentals, AV, florist etc) and updates the rental package as needed..
- Follow up on planning information to implement the event and follows up as necessary to ensure successful event.
- Provides high quality customer care and service to all including hands-on logistical support, planning and trouble-shooting before, during, and after events.
- Actively strives to ensure a meaningful experience for all events, by engaging groups in a broader understanding of the mission and programs of the LA84 Foundation, and by informing appropriate LA84 staff about attendees from key markets.
- Coordinates scheduling and activities for all on-site events
- Formats a variety of documents, reports, memos, charts, slide presentations, and graphics consistent with the organization's style guide
- Supports partnership data and document management, including data entry, filing, scanning and storing digital versions of documents in relevant enterprise content management systems
- Ability to exercise discretion in handling sensitive or confidential information or situations
- Detail oriented with the ability to multitask and work independently.
- Other duties assigned may include special event promotion, facilitating interviews and staffing community events.

Other duties and responsibilities may be assigned.

REQUIREMENTS

- Bachelors degree
- 3-5 years experience in event/meeting coordination with increasing responsibilities
- Well-versed and advanced skills in MS Office Suite (Word, Excel, PowerPoint, Outlook)
- Entrepreneurial spirit.
- Strong problem solving, analytical and presentation skills
- Mission-driven with a demonstrated passion for LA84's work; strives to model organizational values through daily actions and behaviors
- Excellent interpersonal skills, collegial and collaborative approach
- Identifies solutions to be responsive to stakeholder (internal and external) needs;

- Considers impact when executing daily tasks
- Excellent time management skills, with the ability to multitask in a fast-paced environment
- Ability to work efficiently and multi-task in an unstructured environment with frequent interruptions and demanding deadlines.
- Ability to adapt and make sound decisions due to last minute changes.
- Communicates effectively both written and oral; demonstrates active listening and comprehension; selects and uses appropriate communication methods to keep others appropriately informed; able to tailor messages appropriately to various audiences
- Diplomacy skills to deal effectively and professionally with issues that arise with outside vendors and with internal stakeholders; demonstrated ability to pay close attention to details with excellent accuracy and completeness; ability to maintain the confidential nature of all employees and company proprietary and privileged information used or observed in the course of performing job duties
- Competent in required job skills and knowledge; ability to learn and apply new skills; ability to learn how to operate new systems quickly; demonstrated ability to set priorities, establish clear expectations and execute identified projects; keeps abreast of current developments; requires minimal supervision; displays understanding of how job relates to others; knows how to use technology tools to effectively manage and expedite processes; uses resources effectively
- Works in an organized manner with strong attention to detail; prioritizes and plans work activities; ability to effectively manage overlapping projects and deadlines; ability to work under pressure, meet deadlines and adjust to changing priorities; uses time efficiently; plans for additional resources; integrates changes smoothly; sets goals and objectives; ability to manage high performance projects

WORKING CONDITIONS:

- General office environment, depending on health and safety precautions. May be working remotely.
- Physical demands include lifting and moving equipment and supplies up to 25 pounds, visual acuity in reviewing detailed computer records, physical requirements related to sports activities and periodic travel.
- Occasional weekend, late afternoon, and evening hours.

The above description is intended to describe the general nature and level of work performed and is not intended to limit the scope of potential work assignments.

To apply: Please send resume including cover letter and the names, phone numbers and email addresses of three professional references by e-mail to officemanager@la84.org . Please use as subject heading "Partnerships and Events" and your last name. Review of applications will continue until the position is filled.