



## **Job Description**

### **Job Title: Event Associate—Rhode Island**

**Job Summary:** Primary duties include assisting in the coordination of events, attending planning meetings, running errands, and inputting information into company databases to support event leads and company management.

### **Duties and Responsibilities:**

- Assist in the coordination of event operations, according to event schedule.
- Input information into databases, such as client event data, and files/records.
- Attend meetings and offer recommendations and commentary on trends in the event industry.
- Take notes and memos during meetings
- Run general industry related errands
- Develop suggestions to enhance the event's success.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

### **Job Specifications:**

- High School Diploma or GED
- Customer-service orientation.
- Strong communication skills and IT fluency.
- Ability to manage complex projects and multi-task.
- Excellent organizational skills.
- Ability to flourish with minimal guidance, be proactive, and handle uncertainty.
- A team player with leadership skills.
- Available weekdays, weeknights, and weekends, depending on event schedule.
- Must have reliable transportation.
- Must have reliable internet service.
- Ability to remain in a stationary position 50% of the time.
- Ability to move about inside the office and at events.
- Ability to ascend/descend stairs and position self to arrange storage underneath tables, in closets, or small spaces.
- Ability to communicate and express oneself professionally with current clients, potential clients and fellow team members.
- Ability to move event items weighing up to 40 pounds.
- Ability to operate a computer and other office productivity machinery, such as a calculator, copy machine, and printer/scanner.
- Proficient in Microsoft Office and Google Drive.

### **Additional Information:**

- This is a hybrid position that includes remote and in-person work.
- 5-25 Hours Per Week depending on business need and event seasonality.
- Personal Development Plans and Meetings are reviewed quarterly. Candidates have the opportunity for a promotion and raise 4 times a year.

### **Compensation:**

- Part-Time Hourly
- Commission