



Job Title: Event Assistant

Location: Central Office or as directed by the Event Director

Type: Full-Time

Status: Regular

Department: Events

Responsibilities

Under general supervision will assist the Event Director with comprehensive event planning for events, including budgeting, registration, coordination, implementation and post-event evaluation, including budget reconciliation. Ensures smooth-running, effective events, including recognizing and resolving potential and actual problems in a timely manner using tact, discretion and political acumen.

Place orders received through Wufoo Request Form for books and distributes books to requesting department. Assists with the orders for merchandise of the Gear Up store. Assists with Lead GU volunteer coordinator with communication to volunteers and for training. Assists with online store orders.

Prepares and/or assists in preparing written and visual materials. Creates and maintains mailing lists. Prepares and/or assists in preparing written and visual materials for website. Assists with keeping website and other social media current. Maintains customized database of contacts.

May coordinate meetings or event logistics with clients, potential clients, volunteers, and contracted labor.

Required Qualifications

- Bachelor's degree in related area and/or equivalent experience/training
- Knowledge of basic concepts and principles of building and maintaining effective relations with a variety of clients.
- Highly effective written and oral communication and interpersonal skills to successfully interact with diverse clients and organizations. Can present information in a manner that is appropriate for the needs of the audience.



- Excellent analytical skills, with the ability to think creatively to solve problems and develop solutions.
- Demonstrated experience managing and planning events and outreach, including developing budgets, publicity and communication strategies, generating reports, tracking data and maintaining databases.
- Ability to work evenings and weekends to prepare for and attend events.
- Ability to be a self-starter, to take initiative and work independently as well as on a team.
- Ability to apply poise under pressure and use sound judgment in responding to issues and concerns. Flexible with unexpected changes and delays that occur daily.
- Detail-oriented and able to work rapidly and accurately under deadline pressure in a fast-paced environment.
- Solid organizational skills with demonstrated ability to prioritize and coordinate several projects simultaneously with demanding timeframes.
- Adept with technology and willing to learn new software applications as needed to support program goals.
- Proficiency with Office Suite: Pages, Numbers, Keynote. BaseCamp is a plus along with administration interfaces of Wedding Wire, The Knot, Facebook, Instagram and Twitter.
- Ability to use discretion and maintain all confidentiality.

Preferred Qualifications

- 2 years event planning and/or communications experience preferred.
- Loves working with people and flexible as scheduled time will vary each week.
- Must be able to work in a fast paced environment during events.
- Can work independently in preparation for events.

How to Apply

Please submit your cover letter and resume as a single attachment when applying to jobs@bridgepointfl.com.