Community Action Partnership
Position Description

Associate, Events, Programs, Administration

SUMMARY
Under the immediate supervision of the Deputy Director, the Events, Programs, and Administration Associate is primarily responsible for planning and assisting with on-site logistics related to the Partnership’s training events, held both in Washington, DC as well as other locations around the US. The Associate will also provide staffing support for 1) Membership, 2) Certified Community Action Professional program (CCAP), 3) Pathways to Excellence program, and 4) general office. This is an exempt position. Salary range for this position is $50,000 - $60,000 depending on experience. The position is located in the Partnership’s Washington, DC office.

It is the mission of the Community Action Partnership – National Office (the Partnership) to strengthen, promote, represent and serve the network of member agencies to assure that the issues of poverty are effectively presented and addressed. To achieve its mission, the Partnership engages in training and technical assistance, advocacy and efforts to promote visibility of the Community Action Network in order to enhance the work of its 1000+ community action and limited-purpose agencies and their partners in communities across the country.

TO APPLY: Send cover letter and resume to jobs@communityactionpartnership.com

DUTIES AND RESPONSIBILITIES/ESSENTIAL FUNCTIONS

Events
- Pre and Post conference registration, budgeting, planning, logistics, and cost reconciliation.
- Coordinate AV needs and trouble shooting.
- Planning the workshop schedule.
- Assist in securing and tracking workshop presenters.
- Developing convention scripts and program.
- Developing and printing convention evaluation forms and workshop sign in sheets.
- Scoring, reviewing and analyzing convention and workshop evaluation forms.
- Arranging for pickup, shipment, delivery, and return of event materials.

Certified Community Action Professional Program and Pathways to Excellence Program
- Process applications.
- Track applicants through the various program processes.
- Assist in organizing program leadership meetings.
- Assist with communications.
- Collaborate with the CCAP and Pathways Program Director on issues of mutual concern.
- Assist in with pre-event planning and on-site logistics.
- Coordinate AV needs and trouble shooting.
Administrative and Other Duties/Responsibilities

- Budgeting and cost reconciliation.
- Provide administrative support for Partnership activities across all departments.
- Act as liaison with vendors as needed (phone, copier, fax, postage, IT).
- Proofread communication materials.
- Coordinate efforts for office improvement.

Other duties as assigned by the Deputy Director and Chief Executive Officer.

SUPERVISORY RESPONSIBILITIES
May at times supervise temporary employees and interns.

QUALIFICATIONS
To execute this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required:

- Strong knowledge of the principles of events management.
- Knowledge of nonprofit and/or association operations and management.
- Ability to interpret, explain and apply applicable laws, rules, and regulations.
- Excellent oral, written, and group communication skills.
- Demonstrated experience in:
  - Vendor/contract management and problem-solving
  - Event planning, organizing, coordination, and delivery
  - Microsoft Office software and a networked PC environment.
- Excellent interpersonal skills and high ethical standards.
- Sensitivity to diverse cultures, races, and low-income family situations.
- Ability to think creatively and be a key contributor to Partnership goals.

Minimum two (2) years of experience in an event planning, administration or operations role for nonprofits or associations. Minimum four-year Bachelor of Arts or Sciences degree.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the regular work environment is usually moderate.
- Must be able to travel for activities such as meetings, classes, and workshops in and out of the area.
- Must be able to travel by air as needed to attend training, conferences, and related activities.
- Overnight travel as required.
ACKNOWLEDGEMENT
This job description describes the general nature and level of work performed by an employee assigned to the role. It does not imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other duties as requested by the Deputy Director and Chief Executive Officer. All requirements are subject to change over time.

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

<table>
<thead>
<tr>
<th>Signed By:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;Signature&gt;</td>
<td>&lt;Month DD, YYYY&gt;</td>
</tr>
</tbody>
</table>