**Special Events Assistant Job Description**

The Special Events Assistant (SEA) is responsible assisting with all Els for Autism fundraising and special events to fulfill or exceed their goals. This position is also responsible for assisting with community outreach efforts that will attract funding and awareness for the Foundation such as Give Back Events, Spectrum Venue Rentals, community tabling opportunities and more. The SEA will work with the Director of Events and Events Supervisor to finalize event decisions and outreach efforts.

This position will report to the Director of Events on a regular basis and will have office hours of Monday – Friday, 9 AM – 5 PM. The EOC will also be responsible for attending weekend and evening fundraising and community-based events when applicable. In addition, the SEA will travel to most out of state events.

**Duties include, but are not limited to, the following**:

Golf Challenge

* Travel to most Golf Challenge Regional Events
* Manage and maintain all content on the E4AGolf.com website.
* Assist with Golf Challenge admin: add sponsor foursomes, coordinate the event pairings, add sponsor logo’s to event sites, input donation, etc.
* Input all donation checks and payments into Raisin or Donor Perfect for each fundraising event.
* Coordinate volunteer responsibilities and assignments for all Golf Challenge regional events with support from SAP Volunteer Coordinator.
* Create and manage shipping schedules for any offsite events to ensure all items are received in a timely manner.

Roots & Ruts Off Road 5K

* Research event calendars to ensure event location and date does not conflict with a competing event.
* Vet, contract, and manage relationships with event vendors.
* Work within budget limitations to secure event vendors and venues.
* Create an overall theme, décor plan, and event flow.
* Solicit and secure donations for gift bags and attendee gifts (race medals, swag, etc.).
* Coordinate volunteer responsibilities and assignments.

Tea Party

* Research event calendars to ensure event location and date does not conflict with a competing event.
* Vet, contract, and manage relationships with event vendors.
* Work within budget limitations to secure event vendors and venues.
* Create an overall theme, décor plan, and event flow.
* Secure items, organize and create all materials for ticket drawing or auction.
* Keep in-kind donation spreadsheets and send receipts to close out each event.
* Coordinate volunteer responsibilities and assignments.

Conference

* Coordinate Vendor Showcase

Outreach Events

* Manage all Giveback Event fundraisers. Ensure Giveback Event falls within our guidelines of success.
* Oversee any community related events and activities such as Awe in Autism and FALLoween Festival.
* Assist with the coordination of on campus rentals – Spectrum Venues.
* Serve as an ambassador of the mission of The Foundation in the interaction with the autism community, current and potential partners, and the media at community events.

Employee Events

* Spearhead Employee appreciate events such as Summer Staff Party and End of Year Holiday Party.
* Manage planning committee.
* Work within budget limitations to secure vendors, food & beverage, etc..

Administration:

* Ensure data integrity between donor management and crowd funding software applications.
* Update Standard Operating Procedure manuals for each event on an ongoing basis.

Miscellaneous:

* Solicit sponsors (monetary and in-kind) from businesses, organizations, and associations to underwrite costs, increase the revenue of the event, and/or increase the value of the event and experience to attendees.
* Update Standard Operating Procedure manuals for each event on an ongoing basis.
* Assist with the coordination of miscellaneous special events and giving days.

**Position Qualifications and Knowledge**:

*Education and Experience*:

* Bachelor’s Degree required.
* Special Event Internship experience preferred.
* Two plus years of event coordination experience. Marketing experience highly desirable.
* Proven success in meeting and exceeding performance goals.

*Job Knowledge and Skills*:

* Has a strong performance orientation and skillful strategic thinking. Establishes clear expectations and continuously measures performance.
* The ability to work through stringent deadlines with acute attention to detail is required. Maintains focus on priorities.
* Self-starter with the ability to manage time effectively.
* Demonstrates excellence in both oral and written communications. Knowledge of external communications and cultivation techniques are essential.
* A high degree of integrity in dealing with confidential donor, supported family and financial information.
* Ability to coordinate all aspects of an event or conference including - logistics, correspondence, financial reports and printed materials.
* Ability to coordinate with and lead a team of volunteers.
* Commitment to the mission of serving individuals with autism spectrum disorder.
* Proficiency in Microsoft Office and Outlook.
* Ability to connect with others and forge strong relationships.
* Experience working in or with diverse communities.
* Knowledge of golf desirable.