



Program and Event Specialist

Vision for Position

The Leadership Austin Board of Directors and staff are actively implementing their [2020 Strategic Plan](#) and are looking for a dynamic part time/flex time Program and Events Specialist who will bring vision, an eye for detail, and a commitment to the experience and brand excellence of our programs, stewardship events and alumni engagements. The organization is seeking a Program and Events Specialist who will elevate the overall logistical coordination of all six organizational programs, with emphasis on the four core programs of Essential, Emerge, Engage and Experience Austin. Additionally, the Program and Events Specialist will provide seamless leadership for day of execution of all event activities and partner with staff to ensure volunteers, staff and key leadership are versed in their roles and responsibilities of event logistics. This position will have oversight of event administrative duties as well as budget and vendor management.

Job Description

The Program and Events Specialist should have a proven record of event management, and demonstrated commitment in fostering relationships in line with the organizations [core values](#) of inclusiveness, collaborative decision-making, community trusteeship and personal responsibility.

The Program and Events Specialist will plan and execute all logistical needs for the Essential, Emerge, and Experience Austin programs in collaboration with the Director of Learning and Engagement. Additionally, they will support the Director of Learning and Engagement on the Equip program as needed. The Program and Events Specialist will work with the Director of Development and Engagement on all logistics for the Engage Program. The Program and Events Specialist will act as staff lead on all logistical needs for both the annual Alumni Holiday Party as well as the annual Best Party Ever fundraiser. Duties for all these events and programs include but are not limited to:

- Event registration, check in, check out and nametags
- Oversight of set up and tear down of event venue
- Vendor solicitation and management including rentals, caterer, AV needs, and printing
- Budget responsibilities and invoice management
- Pre and Post event communication and emails as well as post event survey
- Day of Run of Show creation, scripting as needed and logistical agenda management

The Event and Program Specialist will have supportive administrative duties as well, such as data entry of all event attendees, and organizational calendar and event email management. The Program and Events Specialist will provide support to the Director of Development and Engagement and the Development Coordinator in their work with the Alumni and Recruiting Committees, Holiday Party and Best Party Ever Committees and the Development Committee.

The Program and Events Specialist reports to the Director of Development and Engagement and works in collaboration with the Leadership Austin staff, volunteers, and community leaders. This position will be an hourly part-time position that runs predominately between mid-August and early June of each year. There is flexibility in weekly hours that can be customized to the individual, but most weeks will

consist of 15-20 hour work week with key dates in each month requiring additional time that is scheduled well in advance.

Requirements for education, experience, and capacities

The Program and Events Specialist must hold a bachelor's degree and/or three years minimum event coordination experience. The Program and Events Specialist should be able to demonstrate proficiency in:

- The ability to work well independently on several projects concurrently, and possess excellent communication, organizational and creative thinking skills.
- Strong initiative and customer service orientation; volunteer management skills an asset
- Project management, prioritizing, problem solving and organizational skills; attention to detail is imperative
- Demonstrated high energy level and flexibility, pleasant persona coupled with sound judgment
- Flexible, discreet and able to maintain confidential information, knowledge of correct protocol for specific situations
- The ability to translate their vision into operational excellence
- Establishing and cultivating mutually beneficial relationships

Skills

The Program and Events Specialist should have proficiency in:

- Listening to the needs of program and development staff and presenting ideas and solutions to their requirements
- Keeping the vision and goals of the overall brand experience at the forefront of all decision making, even during times of stress is required
- Utilizing all standard computer programs such as Word, Excel and PowerPoint. Additionally, experience with database management is preferred
- Contract and vendor negotiations as well as budget management
- Analytical metrics for monitoring results and improving performance
- Establishing revenue targets, timelines and a proposed budget

Other Information

This job description is a working document and includes other duties as assigned. The Program and Events Specialist must possess a valid Texas driver's license at time of employment. The Program and Events Manager will be expected to have daily transportation to meet with volunteers and coordinate events. The position requires a flexible schedule as events may occur in the evenings or on weekends. This position will involve intermittent physical activities including bending, reaching, sitting, lifting and walking during working hours.