



POSITION DESCRIPTION

Portfolio: Events Board Associate

Date last reviewed: September 2019

Overview of Portfolio

Events Board Associates provide a pivotal role in the execution of our regular events (e.g. Fruits in Suits), special events (e.g. Mardi Gras Fair Day), and others. We are currently looking for two board associates to support the Events Director to develop and deliver the 2019/2020 SGLBA events program. These roles will involve a mix of on the ground support, supplier management, member engagement, communications and administration.

Desired Qualities

- High interpersonal skills and good nature
- Exceptional written and verbal communication skills
- Keen interest/experience in events
- Work in a proactive, engaged, consultative manner at all times
- Work successfully in both team, and independent environments
- Work within the interest of SGLBA members, partners and sponsors at all times
- Highly efficient organised and delivers to a deadline
- Creative and full of ideas to help enlighten and educate members
- Experience with Salesforce desirable but not essential

Key job objectives (see 'Responsibilities' for a detailed summary);

1. Admin support for the Event Director
2. Event support on the day
3. Keep content up to date/write EDMs

RESPONSIBILITIES

Tasks	Description	Timeline
Admin support for the Event Director	<ul style="list-style-type: none">• Actioning feedback from events and emails.• Writing emails.• Sourcing quotes• Sourcing entertainment	3 hours per month
Event support on the day	<ul style="list-style-type: none">• Helping run the event- ensure performers are on time, the room is set up, guests are greeted etc	4-5 hours per month (varies)
Keep content up to date/write EDMs	<ul style="list-style-type: none">• EDMs go out for every event, proofreading and helping write creative pieces for our members and non-members.	2-3 hours per month