

## **Center for Child Protection Job Description**

**Job Title: Event Support Associate**

**Supervisor: Associate Director of Events**

**Job Summary:** The Event Support Associate is responsible for assisting with the planning and implementation of successful annual fundraising events and activities in a team environment. This position focuses on data tracking, technologies, and organizational systems.

**Minimum Qualifications:**

- Bachelor's or associate degree or 2 years of relevant work experience
- Excellent organizational and interpersonal skills
- Expertise in Excel
- Extreme attention to detail
- Ability to prioritize workload in a busy environment
- Ability to communicate tactfully and effectively, both verbally and in writing

**Job Tasks:**

1. Assists with planning and implementing successful fundraising events, specifically with event logistics involving data tracking, technologies, and organizational systems
2. Achieves thorough knowledge of event software and researches best practices or alternative software options for use across events
3. Utilizes event software to set up events, manage guest lists, facilitate communication, pull data, etc.
4. Sets up event software for use at events, trains volunteers on use of software and attendee interaction, and manages day-of event registration
5. Creates post-event outstanding outreach lists and assists with post-event close out and reconciliation
6. Achieves thorough knowledge of Blackbaud; uses Blackbaud to create transaction pages, pull data, track committee hours, etc. across events
7. Manages event task list software and creates automations to disseminate information and to-do items to appropriate team members
8. Works with Event Managers to manage and update data tracking documents (task lists, budgets, etc.) across events
9. Works with Development Team to develop and maintain consistency in data tracking documents (task lists, budgets, etc.) and filing systems within SharePoint

10. Attends event committee meetings and performs administrative tasks, including printing documents, taking meeting minutes, and tracking participation
11. Achieves thorough knowledge of the Raiser's Edge database
12. Works with Event Managers to prepare packing list and staging prior to events
13. Assists with pre and post event thank you notes
14. Participates in weekend and after-hours events and projects, as needed
15. Provides support services via program coverage, as needed
16. Attends monthly staff meetings and other community meetings as assigned
17. Maintains a comprehensive knowledge of the mission, core values, and vision of the organization and the children's advocacy model
18. Performs other duties as assigned

**FLSA:**

Non-Exempt

**Physical Requirements:**

Reaching	Occasionally
Handling	Occasionally
Communicates	Frequently
Hearing	Frequently
Near Acuity	Frequently
Vision Accommodation	Occasionally
Color Vision	Occasionally
Field of Vision	Occasionally

**Strength:**

Light Work - Lift up to 20 pounds occasionally

**Environmental Conditions:**

Noise: 3 Moderate

**Work Situations:**

Direct/Control/Plan  
 Data Analysis  
 Dealing with People  
 Making Judgments/Decisions

## **Equal Opportunity Employer**

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform any other related duties, as required by their supervisor.

CACTX guidelines designate Children's Advocacy Centers as an essential employer.