Assistant Events Manager - Events

The Assistant Events Manager - Events is responsible for supporting the Events Manager planning and coordinating the activities of the Events Department, as well as directly supporting the coordinator of the organization’s AMOK and Kindness Heroes programs and events. Reporting to the Events Manager, and working as part of the Leadership Team, the Assistant Events Manager - Events works with the leadership and administration team, as well as the extended volunteer team, to ensure that all Random Acts’ events are performed in a timely and organized fashion.

RESPONSIBILITIES

To support the Events Manager in overseeing all programs and events organized by, and on behalf of, Random Acts, including:

- support and where required lead the research for all programs and events
- ensure processes supporting programs and events are performed in a timely manner
- ensure that all required release forms and other documentation are completed and submitted to the appropriate departments
- work with the Events Manager to ensure appropriate communications with Social Media, Communications Department and Public Relation to enable information be shared with supporters in a timely fashion
- line manage and encourage the development of the Events Department staff
- keep the Events Manager informed of significant problems that require escalation
- work with the Events Manager to describe, define and describe the strategic direction of development for events and programs, supporting the Events Manager to deliver these
- work with the Events Manager and Events Team to deliver the department’s annual goals
- attend regular staff and departmental meetings

DESIRED QUALIFICATIONS AND SKILLS

- Tactful, creative and enthusiastic, with the ability to positively motivate others
- excellent written and verbal communication skills
- strong interpersonal skills
- ability to work effectively with diverse groups, including staff, supporters, and the public
- excellent computer skills
- excellent organizational and time management skills
- flexibility concerning work schedule to accommodate evening and weekend meetings
- prefer Bachelor’s degree or equivalent in a related field
- experience working within the non-profit sector.