Assistant Events Manager - Regional Representatives

The Assistant Events Manager - Regional Representatives is responsible for supporting the Events Manager for planning and coordinating the activities of the Regional Representatives (Reps), as well as directly coordinating their involvement in the organization’s programs and events. The Assistant Events Manager - Regional Representatives oversees the Regional Leads and Reps, reporting to the Events Manager, and working as part of the Leadership Team. The Assistant Events Manager - Regional Representatives works with the entire 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 the Reps involvement in all programs and events organized by, and on behalf of, Random Acts, including:
  ○ ensure that regular contact is maintained with the Reps with regard to the acts performed
  ○ ensure regular contact is maintained with the Reps with regard to events and other activities and programs the organization delivers
  ○ where appropriate support the events Manager to research programs, events and activities for the Reps
  ○ with the Events Manager ensure acts are performed in a timely manner and all documentation supplied in a timely manner including:
    ■ release forms and other documentation to be submitted to the appropriate departments
    ■ appropriate communications with Social Media, Communications Department and Public Relation
    ■ appropriate footage, photographs and documentation for the programs
  ○ support the Regional Leads in their role within the team

● Support the Events Manager in day to day management of the Regional Representatives

● Keep the Events Manager informed of problems that may impact the wellbeing of the team or wider organization

● Work with the Events Manager to describe, define the strategic direction of development for the Regional Representatives, supporting the Events Manager to deliver these

● Work with the Events Manager, Regional Leads and Regional Representatives 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 related field

● Experience working in non-profit organization