Division: Public Affairs and Philanthropy

Maximum Hours: 15 hours/week

Pay Rate: $13.00/hour

Reports To: Events Coordinator

Title: Events Assistant

Position Summary:
The Events Assistant provides support to the Events Coordinator within the Division of Public Affairs and Philanthropy at Alamance Community College. This role plays a crucial part in ensuring the smooth operation and overall success of events hosted by Alamance Community College.

Key Responsibilities:

1. **Administrative Support-** Provide administrative assistance to the Events Coordinator in managing correspondence, requests, scheduling, and logistics.

2. **Event Supply Coordination -** Assist with organization, distribution, setup, breakdown, and maintenance of event supplies. Supplies may include tablecloths, backdrops, banners, signage, and other miscellaneous items.

3. **Communication-** Serve as a point of contact for internal and external stakeholders, responding to inquiries, directing calls and emails appropriately, and providing information or assistance as needed.

4. **Meeting Support-** Assist in the coordination of meetings, including scheduling, preparing agendas, arranging facilities, and recording meeting minutes.

5. **Office Operations-** Support day-to-day office operations, including ordering supplies, managing mail, and handling other administrative tasks as assigned.

6. **Collaboration-** Collaborate effectively with colleagues within Public Affairs and Philanthropy and across other departments or divisions to ensure seamless coordination and communication.

Qualifications:

- High school diploma or equivalent required; pursuing associate degree or higher preferred.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint,), Google Applications and other relevant software.
- Excellent organizational skills with the ability to prioritize tasks and manage time effectively.
- Strong attention to detail and accuracy in work output.
- Exceptional communication skills, both written and verbal.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Demonstrated ability to work independently and as part of a team, with a positive attitude and willingness to learn.

Physical Requirements:
Ability to sit, stand, walk, and lift objects up to 25 pounds.
Manual dexterity to operate standard office equipment.

Working Conditions:
This position operates in a professional office environment, but varies day-to-day in accordance with event needs. This position may occasionally work outdoors. Some weekend, early morning, or evening hours may be requested with advance notice.

Note: The duties and responsibilities outlined above are not exhaustive and may evolve as event needs change.

Application Instructions:
Interested candidates should submit a resume and cover letter detailing their qualifications and relevant experience to Maria Redding.