



Job Title: **Event and Department Assistant**

Department: **External Relations**

Supervisor: **Director of External Relations**

Lane Placement: **ESP Lane 6**

Schedule: **4-5 hrs per day / 206 days**

FLSA Classification : **Non - Exempt**

JOB DESCRIPTION

External Relations Event and Department Assistant Under the supervision of the Director of External Relations, Canyons Public Engagement and the Canyons Education Foundation, the External Relations Event and Department Assistant acts as a resource, within guidelines, to those requiring information regarding general District external relations, Canyons Education Foundation, and Public Engagement matters. The Assistant works with various events, meetings and campaigns to coordinate all aspects of the specific event. The Assistant will work as an event planner to assist in producing events from conception through to completion. Event Assistant responsibilities include providing outstanding customer service and organizing memorable events that meet quality expectations.

ESSENTIAL FUNCTIONS

- Plan, design and produce events while managing all project delivery elements within time limits.
- Liaise with directors and coordinators to identify their needs and to ensure customer satisfaction.
- Conduct market research, gather information and bring suggestions to directors and coordinators.
- Propose ideas to improve provided services and event quality.
- Organize facilities and assist in management of event's details such as decor, catering, entertainment, transportation, location, invitee list, special guests, equipment, promotional material etc.
- Communicate verbally, in writing and in various other methods with elected politicians, patrons, community leaders, District staff, School Board members and other influential groups or agencies.
- Proactively handle any arising issues and troubleshoot any emerging problems on the event day.
- Conduct pre- and post – event evaluations and report on outcomes.
- Research market, identify event opportunities and generate interest in district events.
- Attend assigned Foundation Board meetings.
- Assists with department event coordination: supplies, accounting, organization, and related logistics.
- Update social media platforms.
- Assist with partnership and fundraiser vendor approval.
- Assist with banner agreement approval and logistics.
- Contact business and individuals with donation requests.
- Assists in arranging various meetings, scheduling rooms, and arranging for refreshments. Informs personnel involved of meeting time, place, and agenda.
- Provide excellent customer service to anyone interacting with department.
- Work occasionally on weekends, evenings and holidays for events.
- Maintain consistent positive contact with assigned business partners.
- Provide information as needed to all assigned business partners.
- Encourage business partners to participate in events and donate to the Foundation as appropriate.
- Work with the Foundation team on developing, promoting and evaluating various marketing and branding campaigns for the District.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.
- Requires an associate's degree or higher with bachelors preferred.
- Requires 3 years of training in word processing, appropriate use of computer and office machines, office procedures, and interpersonal relations.
- Proven event management experience.
- Ability to manage multiple projects independently.
- Excellent time management and communication skills.
- Successful and relevant prior School related experience is preferred.
- Requires ability to communicate clearly and precisely in a variety of significant situations (e.g. explaining policies, giving directions, coordinating).
- Requires advanced skill in working well with others. Must respond to situations that are mostly unstructured and involve people highly placed in organization.
- Strong project management skills.
- Social media experience highly preferred.
- Requires computer skills including spreadsheets and financial software.
- Requires well-developed skills in grammar, spelling, letter construction and general communication.
- Requires strong organizational skills.
- Requires good interpersonal skills. Interacts with District Administrators, vendors, School Board members, patrons, District-wide personnel, business partners, Foundation Board members and the public.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

PHYSICAL REQUIREMENTS---*Not limited to the following:*

- Requires the ability to lift a minimum of ten (10) pounds.
- Requires work in various conditions outside and in any weather condition as needed.
- Requires the ability to climb step stools, reach above your head, stoop and kneel at various events.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all District policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

ADA X_____

HR X_____

Effective date: _____ 06/8/2020 _____