
Position Summary

The role of the Marketing & Event Assistant is primarily to assist the Experience Manager in the organization, coordination and execution of all experiential events and programs. The responsibilities of this role also include general support for all BCA departments and activities including Marketing, Member Relations, Business Development and general administrative and office management.

General Responsibilities

- Expected to carry out any delegated tasks to facilitate setting up and executing events.
- Support Experience Manager with pre-event operational planning, logistics management, registration, graphics packages, printing, vendors and other administrative support.
- Coordinate load-in, set up and load-out of all events.
- Coordinate day of event logistics including signage, decor, staff duties and onsite checkin.
- Coordinate ongoing event logistics including calendar coordination, event scheduling, inventory control, and reporting.
- Assist with coordinating digital and online platforms and email traffic schedule; Scheduling and aligning all marketing channels used to promote our events and programming.
- Manage internal CRM system, our central system which houses all event planning details, registration and important client details.
- Assist other internal departments including marketing, servicing and development.

Qualifications

- **Must be a self-starter** and have the ability to **take initiative** and work independently when needed
- Strong attention to detail required
- Ability to multitask while maintaining attention to detail and demanding deadlines
- Must be able to work off-hours as some events are early morning or evening
- Must be a team player and be able to work with others to achieve a common goal
- Excellent organization skills
- Excellent computer and technology skills required, with Proficiency in Adobe Creative Suite (Illustrator, InDesign) for Mac and G-Suite, Salesforce.com experience a plus
- Keen proofreading, editing and writing skills AND discerning eye for design and layout desired
- Must have a car and be able to transport marketing and event supplies when needed

The pay range for this position is \$13-\$15/ hour with a minimum of 30/hours week required.

Flexible schedule may be discussed, but workload varies depending on annual experiential programming schedule. Must be available to carry heavier workload hours, be onsite and in office during all heavier event times.

To apply, please email your resume to Joleen at joleen@bcaphiladelphia.com