



POSITION DESCRIPTION

TITLE: Events Assistant

SUPERVISOR: Events Manager

InsideNGO is a membership association of more than 330 international NGOs, professional services firms, foundations and local NGOs involved in international relief and development. InsideNGO supports its members as they enhance and improve both institutional and individual capabilities to sustain and deliver mission results. The organization offers a wide range of US and international capacity development services including unique learning events, workshops, webinars, roundtables, and an online Member Community whereby participants tap into the experience of peers and experts managing activities in the most challenging places in the world. With a growing range of global participants and services, InsideNGO has been supporting the international NGO sector for almost forty-years.

Position Overview

The Events Assistant will ensure the logistical needs of our workshops are met. This position is a 40 hour a week role and requires the incumbent to be in the office for 5 days a week.

ESSENTIAL RESPONSIBILITIES

Materials Production

- Prepare, assemble and deliver/pack workshop materials to the venues including folders with name badges, tent cards, agendas, evaluations, marketing materials, and electronic manual materials on Flash Drive; trainer kit materials, flip charts, AV equipment, handout copies, and other supplies for workshops in DC and as needed for international events with number of attendees ranging from 30-90 per event;
- Coordinate with Program Associates for preparation of in-house materials;
- Ensure adequate supply of materials, conduct regular inventory of meeting supplies and order supplies for events;
- Create electronic named materials for all workshops, both domestic and overseas;
- Input evaluations after the workshop
- Provide administrative support to events or program staff as needed

On-site support

- Pack materials and coordinate delivery to venue;
- Set-up training room prior to event;
- Oversee the coordination of all domestic event logistics: venue requirements, catering, and ensure needed workshop supplies are at site;
- Support on-site registration;
- Attend events as necessary
- Break down and clean-up events as necessary

Annual conference

- Assist with Annual Member Conference support as needed by all areas of the organization, including materials production and logistical assistance;
- Other
- Answer InsideNGO's main phone line as needed and help maintain phone system;
- Assist with Other general office administration;
- Maintain DC office supplies; and
- Other duties as assigned.

REQUIREMENTS

Qualifications and Desired Experience

- Bachelor's degree preferred
- Strong experience with accurate data entry; Database and MS Word merge experience a plus;
- Event experience a plus;
- Experience with Microsoft Office applications and Internet-based research

Skills and Attributes

- Very meticulous attention to detail;
- Independent problem solving ability; and
- Customer – oriented, positive attitude combined with patience in stressful situations.
- Excellent writing ability;
- Excellent presentation/representation skills;
- Commitment to a work environment that incorporates InsideNGO's cultural values: Mission-Driven, Professional, Direct, Naturally collaborative, Collegial and Fun.

JOB RELATED INFORMATION

InsideNGO is an at-will employer in Connecticut and the District of Columbia. Employment regulations applying to the state of each employee's job assignment apply. This position is:

- Based in Washington, DC
- A full-time exempt position
- Benefits eligible

APPLICATION INSTRUCTIONS

Qualified applicants should submit a résumé and cover letter with salary requirements to jobs@InsideNGO.org. Applications without a cover letter will not be considered.

EEO Statement

InsideNGO is an equal opportunity, affirmative action employer.