

Contractor Position Description: Events Assistant

Position title: Events Assistant  
FLSA status: Independent Contractor / 1099  
Department: Events  
Organization Liaison: Sr. Production Associate  
Project term: 16 weeks, 5-8 hours per week estimated  
Budgeted project rate: \$36 per hour

**SUMMARY**

The Events Assistant manages the administrative elements of the Pacific Council's Amplify program, a 16 week project accelerator for emerging leaders in global affairs. This role includes event planning and facilitation, including but not limited to managing 2 hour weekly Zoom sessions (including creation of the Zoom events, inviting attendees, facilitating breakout rooms, moderating chat rooms, overseeing spotlight and presentation mode, etc), attendee management, speaker recruitment, and advertising. The Events Assistant also conducts record-keeping and data management on Salesforce CRM, drafts session descriptions and run-of-shows, and otherwise supports virtual event production.

**About Amplify**

The Pacific Council is launching **Amplify**, an inaugural leadership development program for emerging early to mid-career professionals who have been [traditionally underrepresented in foreign affairs](#) and are doing globally-oriented work in their local communities.

The Pacific Council wishes to cultivate **local-to-global** leaders by serving as a project accelerator and profile-builder for early to mid-career professionals. The Council seeks to be a national advocate for diversity in foreign policy and a stimulator of *local-to-global* initiatives from the western United States.

**CONTRACTOR DUTIES & RESPONSIBILITIES include the following:**

**Event Administration**

- Conducts speaker outreach for participant sessions each week
- Supports events production on virtual event platforms (and in-person when applicable)
- Manages event guest lists and produces reports and event run-of-shows for internal and external stakeholders
- Creates and administers participant event surveys on virtual event platforms
- Tracks and maintains master calendar of upcoming event activity

**Tech and Database**

- Manages event data collection, record-keeping, and event campaign creation on Salesforce, Skyvia and other virtual event platforms
- Manages virtual events production on Zoom, including webinars, speaker spotlights, Q&A function, breakout rooms, and chat moderation
- Supports research, features testing, and functionality testing on virtual event platform

**TO APPLY:** Email cover letter and resume to [hr@pacificcouncil.org](mailto:hr@pacificcouncil.org) using the subject line "Events Assistant." Please do not contact staff members; no phone calls, please.

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**Event Advertising**

- Where applicable, works with communications and/or programs team to generate event audiences through social media, mail merge, and other outreach as needed/requested

**CONTRACTOR REQUIREMENTS & QUALIFICATIONS**

- Minimum Experience: 3 years; combined education/experience as substitute for minimum experience
- Minimum Field of Expertise: Administrative support services
- Availability during business hours on Pacific Time
- Ability to participate in weekly scheduled Zoom meetings
- Ability to participate in in-person events as needed

**PREFERRED CONTRACTOR QUALITIES**

- Strong organizational skills and attention to detail
- Strong writing and communication skills
- Experience in and capacity to work in a fast-paced work environment
- Ability to multi-task and manage various project elements simultaneously
- Strong Zoom skills to conduct online sessions including multiple speakers and breakout sessions
- Proficiency with Salesforce, Microsoft Office, and Google Drive programs

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While no one person will embody all the qualities enumerated above, the ideal candidate will possess many of those professional abilities, attributes, and experiences.

In all our practices, the Pacific Council has stated an intention or policy ([pacificcouncil.org/inclusivity](https://www.pacificcouncil.org/inclusivity)) of seeking out and including people who might otherwise be excluded or non-traditional. Due to the pace of this search, candidates are strongly encouraged to apply as soon as possible.

**ADDITIONAL CONTRACT DETAILS**

- This contract term is set for 16 weeks at a rate of \$36/hour with the possibility of renewal.
- Contractor must abide by Client's COVID-19 protocols as enumerated below at all times when working in-person on-site at the Council office or on-site at any Council-sanctioned engagement.
- This is a 1099 independent contractor arrangement.

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