



THE
**CREATIVE
COALITION**
Program Assistant

Location:

New York City **OR** Los Angeles, CA

The Creative Coalition is a New York City-based nonprofit organization

Position Requirements:

Demonstrated ability in event planning, coordination, communications and basic business skills consistent with the Dimensions and Accountabilities below. Has achieved success in an internship or work experience in an agency, public affairs, political campaign, social media, public relations or Capitol Hill environment requiring similar abilities. Excellent oral communication skills. Exceptional writing and analytical skills, and the ability to write both strategically and creatively under tight deadlines. Knowledge of the Microsoft Office suite of software products. Strong presentation skills and digital/social media fluency necessary. Ability to prioritize, organize and multi-task project requests. Ability to work well with others in a team environment, as well as to work independently. Positive, flexible attitude that will lend itself to client service. Bachelor's degree from an accredited college or university in marketing, communications, journalism, public relations or related field required.

Position Dimensions:

Responsible for using all the resources of the organization to achieve its programming and event goals as well as assisting and providing support services for the Program Manager and CEO in the performance of their duties. Event hours often extend into the evenings and weekends to accommodate membership and organizational requirements. Scheduling flexibility is a must.

Position Accountabilities:

- Tracking and organizing personal and business schedules.
- Planning air travel, hotel, and car service for TCC staff, members, and supporters.
- Supervising and escorting members and supporters at red carpet events.
- Creating travel budgets for events and maintaining accurate accounting of event expenses.
- Research and outreach of celebrities.
- Maintaining and updating membership database.
- Creating and updating membership materials: letters, new member welcome packs, newsletters, e-bulletins, press releases, fact sheets, directories, member listings, etc.
- Creating member research in areas such as member benefit analysis, member satisfaction surveys, and member needs assessment.
- Creating and maintaining quality relationships with all corporate partners/sponsors.
- Providing effective member relations.
- Complying with all organizational policies, procedures and expected standards of performance.

The above is intended to describe the general content of this position. It is not to be interpreted as an exhaustive statement of duties, responsibilities or requirements.

Classification:

Regular Staff exempt position with an annual salary.

Email résumé to:

John Hook, CFO & Deputy Director
The Creative Coalition
Program1@TCConline.org