



**THE  
CREATIVE  
COALITION**

# Program Associate

**Location:**

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

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

**Position Requirements:**

Demonstrated ability in program and event planning, coordination, communications and basic business skills consistent with the Dimensions and Accountabilities below – two year’s minimum experience in communication, public relations, talent or management agency, or event production company required. Has achieved success in an environment requiring similar abilities. Excellent written and oral communication skills as well as a knowledge of the Microsoft Office suite of software products, especially PowerPoint. Strong attention to detail and analytical skills. Keen interest in, and opinions on current affairs, public policy, and media. Digital/social media fluency and experience conducting research using digital tools. Four-year college degree in a 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, while maintaining compliance with organizational policies and procedures. 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 business and personal schedules
- Planning air travel, hotel, and car service for TCC Staff and Celebrities
- Supervising and escorting celebrities at red carpet events
- Organizing and maintaining database of contact information
- Creating travel budgets for events
- Maintaining accurate accounting of event expenses when required
- Research and outreach of celebrities
- Manage the Intern Volunteer Program
- Research, implement and manage fundraising and membership programs
- Maintains quality relationships with all corporate partners/sponsors and policy leaders/liasons
- Complies with all organizational policies, procedures and expected standards of performance
- Reports to the CEO
- Provides and supports effective member relations.
- Acts in a manner conducive to a positive and healthy work environment
- Perform all other duties as assigned by the Board, President and/or CEO

*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

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