



**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:**

- Two year's minimum successful experience in event/program planning and coordination.
- Excellent oral communication skills.
- Exceptional writing skills with the ability to write both strategically and creatively under tight deadlines.
- Knowledge of the Microsoft Office suite of software products.
- Strong attention to detail.
- Good analytical and presentation skills.
- Digital/social media fluency.
- Experience using computer and digital tools for research.
- Ability to prioritize, organize and multi-task project.
- Positive, flexible attitude that will lend itself to good client service.
- Bachelor's degree from an accredited college or university required.
- Scheduling flexibility and ability to travel domestically and internationally.
- Has a valid driver's license and good driving record.
- Has or will obtain a valid passport at own expense.

**Position Dimensions:**

- Responsible for using all the resources of the organization to achieve its programming and event goals.
- Assist and provide support for Programming supervisors and the CEO in the performance of their duties.
- Events may extend into the evenings and weekends.

**Position Accountabilities:**

- Working all aspects of assigned programs under the supervision of Program Manager and/or Coordinator.
- Scheduling and booking transportation and accommodations - air travel, train travel, hotel reservations, car service, etc.
- Escorting supporters at events.
- Scheduling and booking catering, restaurants, and food and beverage service, etc.
- Maintaining accurate accounting of event expenses when required.
- Maintains quality relationships with all corporate partners/sponsors and policy leaders/liasons.
- Complies with all organizational policies, procedures and expected standards of performance.
- Provides and supports effective member relations.
- Acts in a manner conducive to a positive and healthy work environment.
- Performs 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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