

IOWA ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN-JOB DESCRIPTION

TITLE: EVENTS SPECIALIST

STATUS: *EXEMPT*

REPORTS TO: *PROFESSIONAL DEVELOPMENT MANAGER*

DATE: *JANUARY 2020*

POSITION SUMMARY:

Coordinate special events of the Iowa Association for the Education of Young Children (Iowa AEYC) as the point person for the Iowa Early Care and Education Fall Institute, Iowa AEYC Spring Leadership Institute, Early Childhood Iowa Professional Development (ECI PD) meetings and events, and Iowa Head Start Association (IHSA) training events; and coordinate logistics for other events and meetings as requested.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Coordinates the annual Iowa Early Care and Education Fall Institute and the annual Iowa AEYC Spring Leadership Institute, including organizing and planning Institute committee meetings, distributing proposal forms and meeting minutes, developing schedule and logistics, leading staff Institute implementation team, coordinating registrations, managing interactions with vendors, and other tasks as determined.
2. Assists coordination of other conferences/institutes/summits sponsored by Iowa AEYC and ECI PD Executive Committee and Leadership Teams.
3. Manages coordination and registration of IHSA monthly training events, as requested.
4. Provides communication, as determined and website support for IHSA.
5. Develops marketing materials utilizing Adobe Creative Cloud, specifically, InDesign
6. Conducts communication outreach.
7. Supports agency website and social media outreach.
8. Serves as lead for office logistics for events, meetings, trainings and schedules, under direction of the Executive Director.
9. Provides support to administrative staff, as needed.
10. Supports other projects and work of Iowa AEYC, performing miscellaneous job-related duties as assigned.

ADDITIONAL DUTIES:

Performs other duties as directed by Professional Development Manager and Executive Director.

QUALIFICATIONS:

Bachelor's Degree in Events Management, Public Relations, Communications, Education, Psychology, or related field required. Proficient use of a computer and MS Office applications; interpersonal skills and ability to work productively with individuals at all levels. Highly organized, detailed oriented, self-directed. Customer service and-ability to respond promptly

to Executive Director, Professional Development Manager, Iowa AEYC Governing Board, Iowa AEYC staff, members, clients, vendors, and others in a professional manner.

CERTIFICATES, LICENSES, AND REGISTRATIONS:

None required for the position. Upon hire, annual Iowa AEYC/NAEYC membership paid by Iowa AEYC.

WORK RELATIONSHIPS AND SCOPE:

Report directly to Professional Development Manager. Work closely with Executive Director, Professional Development Manager, Iowa AEYC Governing Board, Iowa AEYC staff, and members, clients, vendors, and others in a professional manner.

KNOWLEDGE, SKILLS, AND ABILITIES:

Proficient use of computer and MS Office applications; professional demeanor and appearance; interpersonal skills, including the ability to maintain positive relationships with individuals at all levels; ability to write and complete reports, business correspondence, procedural manuals, produce public relations documents; and satisfactory performance of essential duties.

WORKING CONDITIONS:

Work is primarily performed in an office environment with little chance for personal injury. Deadline pressure is an integral part of the position. Frequent mental and visual concentration using computer/print and reading/assimilating information. Position is full-time (40 hours per week average). Work hours are generally during normal business hours, but also include extended weekday and occasional weekends for conferences or other events. Variation in work hours may occur due to special projects, deadlines, and other activities.

MEASURE OF PERFORMANCE

Quality, accuracy, timeliness, reliability, and thoroughness of work performed; effective communication; productive working relationships with Executive Director, Professional Development Manager, Iowa AEYC Governing Board, Iowa AEYC staff, members, clients, vendors, and others in a professional manner.

EQUIPMENT OPERATED:

Utilizes a computer and printer for word processing, spreadsheets, email, Internet/intranet access, and other specific applications. Utilizes a keyboard, telephone, fax, office copier, and other general office equipment.

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ACKNOWLEDGEMENT:

This job description describes the general nature and level of work performed by the employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the employee. The employee may be required to perform other job-related duties as requested by Executive Director or Professional Development Manager. Requirements and expectations of the position are subject to change over time and for possible modification to reasonably accommodate individuals with a disability.

I acknowledge this job description is neither an employment contract nor a legal document. I received, read, and understand the expectations for the successful performance of this position.

Received by Employee

Date