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Job Description:
EVENT COORDINATOR/EXECUTIVE ASSISTANT

Position Title: Events Coordinator/Executive Assistant
Status: Full-time
Reports to: Executive Director

Position Overview:

This position combines event coordination with executive assistant responsibilities to provide crucial support to the Autism Society of Oregon, the state's leading non-profit organization providing resources, support, education, community inclusion, and advocacy to individuals impacted by autism throughout the state of Oregon. We are currently hiring for an Event Coordinator/Executive Assistant position who will help us fulfill our mission to positively impact the lives of all affected by autism in Oregon, including children and adults diagnosed with autism, as well as their supporters. The right candidate must be well-organized with strong communication skills, attention to detail and the ability to follow-through on multiple tasks happening at once. We are also looking for a team player with enthusiasm for events planning and passion for the work and mission of ASO.

Job Location: SW Portland

Events Coordinator (approximately 70%) – Responsible for coordination of events including annual Autism Walks that fulfill organizational fundraising goals and lead to positive experiences for those attending. Specific responsibilities include but are not limited to:

Organization of 5 Annual Autism Walks, including the large Portland Autism Walk, and 4 others throughout the state: Spearheads communication and coordination with event locations, with vendors, businesses, and entertainers participating in the walks; Coordination of event logistics, including contracts, parking, on-site needs, sound equipment and more; Assistance with event registration and fundraising efforts, including First Giving web-based team page fundraising effort for each walk; Assistance with sponsor communication, recognition and appreciation; Assistance with volunteer recruitment, communication and on-site coordination; Promotion of the event, with emphasis on social media marketing.

Logistical support and coordination of the Portland Walk's Resource Fair, including: Communication with businesses and vendors, and recruitment of new businesses and vendors; Organization of the floor plan; Coordination of vendor needs, and day-of-event coordination (greeting vendors and responding to questions and needs).

Coordination and implementation of ASO's Annual Golf Tournament, Dinner & Auction, including but not limited to: Assistance with event communication and social media marketing; Outreach to sponsors and potential new event sponsors; Tracking of auction solicitations and donations; Recruitment and coordination of volunteers; Planning and logistical support as needed of many aspects of the tournament, dinner and auction.

Coordination of annual donor appreciation and Board appreciation events, including new events that advance organizational fundraising goals.

Executive Assistant (approximately 30%) – Responsible for tasks that support the Executive Director in fulfilling day-to-day operations of the organization. Specific duties include but are not limited to:

Providing support in maintaining ASO's database of donors, and database of those seeking ASO services.

Assistance with donor tracking and thank you letters.

Filing, mailing, general office support, and other duties as assigned.

Qualifications:

Associate or Bachelor's degree in related field preferred.

Preference for someone with previous experience in events planning, development or non-profit administrative support.

Computer proficiency. Experience and enthusiasm with social media marketing strongly preferred.

Effective verbal and written communication skills.

Salary range: \$17 - \$19/hour based on experience.

How to apply: Send resume, cover letter, and contact information for three professional references to info@AutismSocietyOregon.org. No calls, please.