Events Associate

Description

The Davis Phinney Foundation for Parkinson’s is a dynamic, national nonprofit organization located in Colorado. Our mission is to help people with Parkinson’s to live well today and we inform and inspire hundreds of thousands of people living with Parkinson’s around the world each year through our programs.

Location: 357 S McCaslin Blvd, Suite 105, Louisville, CO 80027
Hours of Work: Part-time (24 hours per week)
Reports to: Educational Events Manager

About the Position

Essential Functions of the Role

The Events Associate is a key member of our team that plans and executes our educational events. These events are best-in-class and focused on providing information, inspiration, and tools that enable people to live well with Parkinson’s. This person is instrumental in producing The Victory Summit® event in five to six communities annually in addition to our annual Leadership Conference.

A key focus will be to nurture and build relationships in these communities along the way so that these events help establish and promote a platform for long-term engagement between local resources and residents.

A Day in the Life

Your typical day will be action-packed, and rarely repetitive. You’ll be working with lots of people inside the Foundation, and representing us externally with vendors, speakers, community leaders, and exhibitors.

Specifically:

- Researching locations and venues for events 10-14 months in advance
- Communicating with audio/visual companies, venues, and planning food and beverage
- Working with exhibitors for upcoming events to ensure deliverables and execution
- Connecting with national and local speakers to plan travel, onsite needs, and dinners
- Managing staff travel logistics and event schedule
- Helping us to maintain strong and trusting relationships with national speakers, community leaders, sponsors, and local organizations
- Collaborating with various DPF staff to generate ideas, innovations, and experiences that support stated goals for our educational events, programs, and outreach

You would also be a vital part of the on-site Core Team and travel to our events, providing support and production assistance. 2020 event dates are 3/21, 5/2, 8/4-8/6 and 10/3 with an additional event in December TBD. Travel typically spans 3 days in advance of event and 1 day after, with the exception of the August event.

Qualifications

About You

The person who will excel at this role possesses a unique mix of left brain and right brain with equal love for both processes and relationship building. You will probably love this role if this sounds like you:
• You’re really good at…
  o Understanding client/vendor/partner relationships and communication and have a comfort level with contracts and some negotiation skills
  o Working in a team environment
  o Creating, following, and improving processes. You’re an organizational wizard.
  o Keeping up with details and completing your work with accuracy

• You have some familiarity with…
  o Some B2C or B2B event planning. This could be start-to-finish planning-to-execution, or specialties in several areas of the entire process.
  o Some A/V knowledge, either of hardware or overall event production process
  o A desire to grow and learn in the area of event planning and production

• Your friends, family, and co-workers think you’re amazing because…
  o You are terrific at building long-term relationships with all kinds of people
  o You’re dedicated and have a strong work ethic
  o You are empathetic and kind
  o You’re honest and full of integrity
  o You have an amazing sense of humor that you’re happy to share

Physical Requirements
Our ideal candidate in this job must be able to:
  • Remain in a stationary position for 50% of the time
  • Occasionally move about inside the office to access file cabinets, office equipment, etc.
  • Constantly operate a computer and other office machinery
  • Occasionally raise objects (equipment and boxes) weighing up to 35 lbs. from a lower to higher position or horizontally (lifting)
  • Occasionally use upper extremities to exert force in order to draw, haul or tug objects (pulling) in a sustained motion
  • Occasionally needs to push against something with steady force in order to move something

Nothing in this position description restricts the Foundation’s right to assign or reassign duties and responsibilities to this job at any time. The position description is subject to change at any time.

Salary
Salary range is between $18.00-20.00/hour, commensurate with background and experience, plus paid vacation and sick time.

The Davis Phinney Foundation is an equal opportunity employer and seeks a diverse applicant pool.

To Apply

Please submit your resume and cover letter to jobs@davisphinneyfoundation.org with your full name and “Events Associate” in the subject line. In your cover letter, please share why you are interested in this specific role at the Davis Phinney Foundation and what makes you the ideal candidate for the position.

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