



Opening Date: 4/23/2018  
Closing Date: Open Until Filled

## **Vacancy Announcement #21-18 Human Resources Temp.**

**SALARY: NEGOTIABLE**

**DC Residents Preferred**

### **EVENTS DC**

#### **Engage, Excite, Entertain.**

Events DC is the face of conventions, sports, entertainment and cultural events within our nation's capital. As the official convention and sports authority for the District of Columbia, Events DC leverages the beauty, history and diversity of the most powerful city in the world to attract and promote an extensive variety of events, resulting in amazing experiences for residents and visitors alike, and generating economic and community benefits for the city.

Our success comes by focusing on divisions that reflect three lines of business: Conventions and Meetings, Sports and Entertainment, and Special Events, where we make a range of strategic investments in the region's marquee sports, entertainment and cultural properties. Each division is driven by the desire to bring stellar events to Washington, DC by providing superior customer service to our clients and visitors.

### **SUMMARY DESCRIPTION**

The Human Resources Temp. will directly assist the Deputy Chief of Human Resources and the Human Resources staff with a wide range of projects and tasks surrounding the successful execution of a three-day Job Fair.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

During this short term assignment, the Human Resources Temp will utilize customer service, organization and attention to detail skills and apply them in a professional setting.

### **EXAMPLES OF WORK ASSIGNED**

- Sorting applications
- Assisting job seekers on the day of the event with directions and instructions
- Working the registration table
- Ensuring job seekers get to their onsite interview location
- Assist with event set up and break down

### **SKILLS, KNOWLEDGE AND ABILITIES**

- Ability to express ideas and convey information effectively, both orally and in writing.
- Ability to work well with job applicants, Events DC employees and service partners.
- Proficiency in data input.
- Ability to exercise tact, courtesy, confidentiality, good judgment, thoroughness, dependability, and to work a flexible work schedule.

## **CORE COMPETENCIES (ADMINISTRATIVE LINE STAFF)**

- Job Knowledge and Technical Expertise
- Oral & Written Communication
- Attention to Detail
- Planning and Organizing
- Initiative

## **MINIMUM QUALIFICATIONS**

- High School Diploma
- Administrative background or current college student studying Human Resources.
- Any combination of related experience, training and/or education.
- Proficiency in use of Microsoft Office Suite.

## **DESIRABLE QUALIFICATIONS**

- Some college coursework.

## **REQUIREMENT**

- All positions require candidates to successfully complete our background screening process.

**In an effort to protect our environment from paper waste all candidates must apply on-line on our website:**

**<http://careers.wcsa.com/employment/application.aspx>**

Computers are available in the Labor and Contractor Office (Access Control) at 1116 7th Street NW

Monday – Tuesday and Friday – 7:00 a.m. – 11a.m.

Wednesday and Thursday – 8:30 a.m. – 3:00 p.m.

**Washington Convention & Sports Authority T/A Events DC  
Human Resources Department  
801 Mount Vernon Place, NW  
Washington, DC 20001**

**All candidates will be considered without regard to race, color, religion, sex, age, national origin, marital status, disability or sexual orientation.**