



Opening Date: 6/11/2018
Closing Date: Open Until Filled

Vacancy Announcement #50-18 Communications and Marketing Assistant

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 Communications and Marketing Assistant performs duties requiring administrative skills. Incumbent must possess advanced computer skills, the ability to exercise good judgment and have effective interpersonal skills. The incumbent in this position provides broad administrative support to the staff of the Communications and Marketing Departments of Events DC. This position is responsible for managing the schedules for the Vice President and Corporate Director, handle administrative tasks for the Digital, Marketing and Communications Managers, department budget, databases, drafting copy for newsletters, handling promotional inventory, maintaining the website and coordinate marketing and public relations events and activities. The work requires a high degree of energy, ability to multi-task, interest in the convention, sports and entertainment industries as well as attention to detail. The incumbent reports directly to the Vice President of Communications and Marketing.

EXAMPLES OF WORK ASSIGNED

The omission of specific statements of duties does not exclude them from the work assigned if the work is similar, related, or a logical assignment.

- Manages the schedule of the Vice President and Corporate Director
- Assists Coordinator with the department budget, helps track spending, procurement paperwork, requisitions and any administrative functions related to the budget.
- Manages databases for communications and marketing to ensure data is accurately coded so that reports and mailing lists can be produced efficiently.

- Provides the administrative support for all marketing and communications efforts including mailings, special events and site inspections.
- Manages promotional item inventory (customer gifts, mementos, shirts).
- Coordinates printing, copying and compilation of materials and agendas for a variety of meetings and events.
- Manages variety of departmental correspondence to ensure it complies with Events DC procedures is accurate and filed appropriately.
- Opens and sorts incoming mail.
- Answers and screens incoming telephone calls for Vice President and takes messages.
- Maintains confidentiality of sensitive issues and materials.
- Performs a variety of related tasks and duties as assigned

SKILLS, KNOWLEDGE AND ABILITIES

- Excellent command of the English language, with good writing, proofreading and editing skills.
- Ability to express ideas and convey information effectively, both orally and in writing.
- Ability to work independently as well as a team.
- Relies on experience and judgment to plan and accomplish goals.
- Ability to work effectively with all levels of staff and a wide customer base.
- Ability to demonstrate a pleasant, neat and professional appearance.
- Ability to work a flexible schedule, including days, evenings, nights, weekends and holidays.

ADA ESSENTIAL FUNCTIONS

- Ability to read instructions, directions, letters, memos and other written materials.
- Ability to converse orally and utilize standard telephones and two-way radios to receive and communicate information with staff and clients.

CORE COMPETENCIES (ADMINISTRATIVE)

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

MINIMUM QUALIFICATIONS

- Four-year degree from an academic institution
- Expert understanding of all Microsoft applications including Word, Access, PowerPoint, Excel, and Outlook.

DESIREABLE QUALIFICATIONS

- Travel/Hospitality/Special Events Industry experience or knowledge a plus.

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.