



Opening Date: 11/5/2018
Closing Date: Open Until Filled

Vacancy Announcement #57-18
Administrative Assistant-Casual
Casual Definition - On call employee used on an as-needed basis

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

This position provides general administrative support to the Sports & Entertainment Division (SED) of Events DC. The incumbent will perform a variety of tasks requiring substantial administrative experience. Work is performed under general supervision once the incumbent has learned the established policies and procedures. The incumbent must possess excellent time management skills and be able to work independently. This position reports to the Special Assistant and Administrative Operations Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment.

- Develop and maintain organization of hard and digital file systems
- Assist in preparation for Sports and Entertainment hosted, sponsored, and produced events
- Support management of Sports and Entertainment event hospitality assets, including tracking/updating guest lists prior to the event and onsite
- Prepare an assortment of written products (e.g. memos, summaries, reports, staff announcements and meeting agenda)
- Coordinate meetings and arrange conference calls for SED staff
- Update Sports and Entertainment internal shared calendars

- Work with the Administrative Receptionist to organize and coordinate mailing/shipments of event materials
- Input and extract information from a variety of databases and spreadsheets
- Perform data entry tasks to support tracking of Sports and Entertainment deliverables and activities
- Fill in for the front desk staff as needed
- Performs a variety of related tasks and duties as assigned

SKILLS, KNOWLEDGE AND ABILITIES

- Knowledge of correct use of English language in speaking and writing.
- Good writing, proofreading and editing skills.
- Proficient in the use of Microsoft Office
- Ability to align problem solving with organizational policy and protocol and report out to the Special Assistant and Administrative Operations Manager as necessary

ADA ESSENTIAL FUNCTIONS

- Ability to accurately read/interpret 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 LINE STAFF)

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

MINIMUM QUALIFICATIONS

- High School Diploma or equivalent
- Minimum typing speed of 65 wpm
- Proficiency in MS Office Suite programs

DESIRABLE QUALIFICATIONS

- Completion of additional secretarial or office management courses.
- Three (3) to four (4) years of responsible and diverse office experience in environments requiring initiative and resourcefulness

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.