



## Job Description - Programs Associate

<b>Job Purpose:</b>	Provides operational, logistical, and administrative assistance for GBCA programs and events. Provides general office support as needed.
<b>Responsible to:</b>	President, Vice-President and Director-Education
<b>Internal Relationships:</b>	Board of directors and stakeholders, executive management, internal department directors, and administrative staff
<b>External Relationships:</b>	General contractors, sub-contractors, suppliers, architects, engineers, designers, developers, vendors
<b>Hours:</b>	M-F, 8:30 AM to 5:00 PM
<b>Location:</b>	Philadelphia, PA

## Key Responsibilities and Accountabilities

Provide operational, logistical, and administrative assistance for GBCA seminars, workshops, trainings, meetings, events, and webinars during and outside our standard business hours. Tasks may include, but are not limited to: coordinating event logistics, securing speakers, ordering catering, venue set-up/clean-up, coordinating with service providers including A/V, creating program materials and agendas, achieving attendance and revenue goals, budget tracking, monitoring registrations, and communicating with attendees.

Provide committee support as required. Tasks may include, but are not limited to: preparation of agendas and minutes for review, providing supplemental materials, coordination of meeting location, date and time, maintaining committee lists and updating GrowthZone, preparing committee appointment letters, ordering catering, and coordinating with committee members as needed.

Administer GBCA's Tuition Reimbursement Program under the direction of the Director of Education.

The Programs Associate would also provide support as needed to the Executive and Administrative Assistant in answering and routing incoming calls, processing daily mail, assisting with marketing mailings, welcoming guests and visitors and providing hospitality, and general office management. Serves as a secondary administrator for the Association Management Software, GrowthZone. Tasks may include, but are not limited to: maintaining and updating the member profiles, adding or monitoring event registrations, applying payments, creating invoices.

## **Job Specifications, Skills and Abilities**

- Bachelor's degree with 2+ years of work experience
- Seeking someone highly organized, detail orientated, and analytical who has the ability to manage multiple projects and prioritize responsibilities. Good time management skills are required.
- Strong computer skills required – intermediate or better knowledge of computers including MS Outlook, Word, Excel and PowerPoint. Database utilization experience and high comfort with mobile applications are a plus.
- Completes projects and special assignments by establishing objectives; determining priorities; managing time; gaining cooperation of others; monitoring progress; problem-solving; and making adjustments to plans.
- Ability to work independently and collaboratively/teamwork skills.
- Professional and customer service oriented individual with uncompromising ethics.

## **Work Conditions/Physical Demands**

The Programs Associate works in a typical office environment. On a standard work day, the majority of time is spent sitting at a desk, using the computer and speaking on the phone. However, the Programs Specialist will often be required to attend GBCA events or related outside meetings/events on behalf of the GBCA. These meetings/events may take place outside of regular business hours and outside of Center City Philadelphia.

## **Application Instructions**

GBCA offers its employees a dynamic, fast-paced environment with competitive salaries and excellent benefits package.

Qualified candidates should submit to Ben Connors, [bconnors@gbca.com](mailto:bconnors@gbca.com):

1. Cover letter
2. Resume
3. Names/contact info for four professional references (2 past direct reports, 1 peer or customer, 1 subordinate – if applicable)

Applications that fail to fulfill this requirement will not be considered.