



Position: Events and Operations Associate
Reports to: Director of Planning and Operations

The Greater Washington Partnership is seeking an energetic self-starter to join our growing team as an Events and Operations Associate. This individual will join a fast paced, high-energy team and have day to day responsibility for the planning and execution of events and meetings hosted by the Partnership. The Operations and Events Associate will also provide administrative support to the office as needed, and directly support special projects as assigned.

Specific Responsibilities

- Event Management- assist the Partnership staff in producing well-organized and smoothly functioning events and meetings. Activities will include:
 - Serve as on-site event coordinator- setting up registration, ensuring correct room set-up, and interfacing with vendors
 - Manage task lists and milestone schedules for multiple events and meetings at once
 - Develop and maintain status reports on current projects that will be used to keep the team updated
 - Create and send invitations; maintain accurate guests lists and respond to all incoming inquiries from perspective attendees
 - Coordinate overall event design including: event space, food and beverage, equipment and supplies, and preparation of branded materials like table tents, etc.
 - Research venues and other needed vendors per event
 - Assist with vendor outreach and overall vendor relationship management
 - Assist in coordination of logistics for senior management and executive events and activities
 - Proactively handle arising issues and troubleshoot emerging problems on event day
- Administrative- provide general administrative support to the office as needed. Activities will include:
 - Schedule roundtables and large meetings in support of Strategic Initiative and Engagement & External Affairs teams
 - Efficient management of CRM systems
 - Execute large email distributions
- Special projects as assigned

Qualifications and Experience

- Experience in event planning and management
- Proficient in Microsoft Suite and CRM systems
- Extremely organized with strong attention to detail and desire for accuracy





- Proven ability to work under tight deadlines in a fast-paced environment, and to handle multiple assignments simultaneously
- Excellent communications skills, written and verbal, and the ability to communicate with a wide range of people
- Team player with a willingness to do what it takes to get the job done- no task is too large or too small
- Bachelor's Degree

Description of Organization

The Capital Region of Baltimore, Richmond and Washington is an economic powerhouse – the 3rd largest regional economy in the United States and 7th largest in the world – but our growth has slowed and unless we change our region's trajectory, despite our numerous strengths, we will get left behind by our peers around the world and miss our opportunity to lead and prosper.

To do that, on many of our most pressing economic issues we must start acting on regional solutions, not just local ones, that overcome the jurisdictional boundaries that have too often impeded progress, give us the necessary scale to compete in an increasingly competitive global economy, and deliver new sources of growth to end our over-reliance on the federal government as our region's source of economic well-being.

The Greater Washington Partnership was formed to help address these issues and break down the barriers that hold back solutions. The Partnership is a first-of-its-kind civic alliance of CEOs in this region – drawing from the leading employers and entrepreneurs – that together employ more than 175,000 people in the Capital Region – committed to being part of the solution.

The Partnership is committed to being action-oriented and focusing on a limited set of issues where a regional, fact-based approach can make real progress toward achieving our vision. Our actions will fall into three categories:

- We will work to help align the region behind the most-pressing problems to ensure that we are collectively focused on the right agenda
- We will identify, scale, and where-needed create, programs and partnerships that have measurable impact on our region's pressing issues
- We will provide our collective and individual voices to advocate for smart solutions and policies that move our region toward the future we all desire

