

**PORTLAND ROSE FESTIVAL FOUNDATION  
JOB DESCRIPTION**



**Job Title:**

Special Events Administrative Assistant

**Reports To:**

Chief Operating Officer

**Classification:**

Regular Non-Exempt (Hourly)

**Primary Duties and Responsibilities:**

Provides primary administrative, planning and coordinating support for the COO and the special events team, working on assigned events and programs including but not limited to Parades, Rose Festival Court, Grand Floral Walk and Band Program. Assists COO with event and board-related projects, including Nominating Committee. Includes significant interaction with PRFF board members, event committee members and community partners associated with PRFF events.

**Other Duties and Responsibilities:**

Provides direct customer contact through emails, correspondence and phone conversations. Organizes, updates and maintains event databases and spreadsheets. Assists with on-site event logistics. Provides front desk phone relief as needed. Attends Board Meetings, Staff Meetings, Events Team meetings and assigned committee meetings. Other duties as assigned.

**Skills & Abilities Required:**

Demonstrated project management strength; demonstrated administrative skillsets, including good organizational habits and attention to detail; proficiency with Microsoft Office programs, including Outlook, Word, Excel, and Access; aptitude with office equipment, such as copier, postage meter and phone system; demonstrated ability to deal with a variety of people, including the general public; attention to detail; strong verbal and written communication skills; ability to handle multiple tasks; ability to deal with confidential information; ability to type a minimum of 50 words per minute, operate a 10-key by touch, use a telephone for extended conversations, and sit for extensive periods of time (up to 4 hours).

**Experience Required:**

Two years or equivalent working in an administrative capacity and/or office environment. Nonprofit experience is a plus. (Experience may include volunteer work or internship)

**Education Required:**

A four-year college degree is preferred. Understanding of special events industry is a plus, as well as understanding of nonprofit organizational goals; understanding of the workings of an effective staff/team, including working effectively with volunteers is key.

**Interpersonal Skills:**

Ability to maintain effective working relationships with staff, board and volunteers; projecting a positive attitude, being flexible regarding work assignments, responding to changing demands and priorities.

**Work Environment:**

Most duties will be performed in an office setting, although occasional on-site event tasks may be assigned. May require periods of standing or walking and some light lifting. On-site conditions could be indoors or outdoors, in a variety of weather conditions, including hot, cold, rainy and sunny.

**The Portland Rose Festival Foundation is an Equal Opportunity Employer.**

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.