

PROGRAM COORDINATOR

OVERVIEW

The Asian Business Association (ABA), a professional business association which represents more than 700 Asian Pacific American small business owners, professionals and entrepreneurs, seeks a Program Coordinator to help coordinate the association's programs, fundraising events, and cultivate new and assisting existing members. Responsibilities would include planning programs for members, sponsorship management and event execution.

Program & Events

Candidate will assist in the implementation of strategies utilizing events and programs for reinforcing current and attracting new relationships with members, sponsors/corporations and key community partners. Along with the Program Director and Executive Director, candidate will:

- Assist with all aspects of event planning and implementation
- Assist in promoting and raising the public awareness of ABA
- Provide administrative support related to events; producing fliers/invitations, inviting guests, reserving venues and its amenities, greeting and checking in guests, recording all transactions
- Act as the organization's liaison to sponsors and members; providing organization's general information, answering member and sponsor inquiries, maintaining excellent relationship with both members and sponsors
- Conduct general office duties: answering telephones, directing calls, and taking messages.
- Administer procurement business opportunities through data gathering and distribution

Skills Required:

- Ability to work independently and prioritize heavy workload and meet deadlines despite interruptions and competing deadlines. Self starter.
- Effective interpersonal, oral and communication skills to interact with a variety of diverse personalities.
- Good knowledge of basic research methodology; sourcing and analyzing data.
- Good skills in establishing and maintaining accurate, neatly organized records and files.
- Proven ability to compose documents and communicate orally in correct English.
- Proficiency working with: Microsoft Office, Data Base Software, Internet, and e-mail platforms.
- Ability to show sensitivity to and interest in multicultural issues.
- Strong teamwork skills; good in coordinating and delegating the workflow to others.
- 2 years experience in event planning and demonstrated interest in all aspects of event planning.

Events

Candidate will plan, coordinate and execute all events in a timely fashion. This includes:

- Creation of an event plan that includes event goals, target invitees, desired outcomes, budget, and follow-up.
- Design and coordination of events, this includes but is not limited to: initial concept and design, printed materials, catering and menus, logistics and general operations, protocol, on-site management and event follow-up.
- Securing event location, negotiating contracts, ordering supplies, arranging for audiovisual equipment, and ensuring appropriate event décor that meets the quality expectations of ABA board and members.
- Distributing event and meeting invitations with optimal advance notice.
- Work collaboratively as a team member to support large-scale ABA events.

Resource Building

Candidate will survey members for improvement ideas and frank suggestions to build a better and tighter organization.

Reasonable Sustainability

Candidate will execute operations and events with sensitivity to the environment. Emphasis on reducing waste in the office and at all events.

Desired Skills

Strong computer skills, specifically with MS Word, desktop publishing, graphic design, Excel, and database tracking systems. Must have a strong sense of professionalism, team approach, work effectively under pressure, and work well within a team environment. The candidate must be available to work some evenings and weekends. Some travel may be required. Candidate must be a self-starter.

Excellent interpersonal skills along with the ability to communicate effectively and efficiently with co-workers, members and sponsors. The candidate must possess exceptional time management skills, and the ability to work with various entities, prioritizing and resolving competing goals and objectives. Be able to be tactful, discrete and diplomatic and able to deal sensitively with confidential information. The candidate must have the ability to manage several multifaceted projects simultaneously and independently while meeting deadlines. All the while, candidate will adhere to the highest ethical standards, demonstrate empathetic disposition and perseverance, and reflect an optimistic and positive attitude.

COMPENSATION & BENEFITS

Salary range: \$35,000 - \$40,000 depending on qualifications and experience. Benefits include health and dental, paid holidays, sick and personal leave. Flexible schedule.

Interested applicants should submit cover letter, resume and 3 references to **Mr. Dennis Huang** at **info@abala.org**, emails only; doc. or pdf files. No phone calls please. Applications will be accepted until Feb. 28, 2015.