



**Events Coordinator and Executive Assistant
Anchorage Economic Development Corporation (Anchorage, AK)**

The Anchorage Economic Development Corporation (AEDC), a private 501(c) 6 nonprofit organization, is seeking to engage a dynamic and energized professional to serve as the Executive Assistant and Events Coordinator for the organization.

Salary Range: \$24-\$26/hr + DOE, Medical/Dental/Vision, STD/LTP/Life, three weeks PTO, ten paid holidays, 3% match Simple Plan.

General Purpose:

The Executive Assistant and Events Coordinator is a 50/50 split role that is responsible for providing core support for AEDC leadership, contributing to the overall success of the organization's initiatives. This position oversees the organization's office services functions including calendar and scheduling of the executive and development director, copy/print services, reception, performs routine clerical duties as assigned. In the capacity of Events Coordinator, this role is responsible for events management and coordination of AEDC's two annual 1500+ attendee luncheons which comprises of managing the ticketing platform, coordinating event volunteers, coordinating movers, securing parking for attendees, and engaging and working with vendors and external partners to execute the event in coordination and support from other AEDC staff.

Essential Functions

Reporting to the President and CEO, and in collaboration with the AEDC staff and Board of Directors, this important member of the AEDC team will be tasked with:

- Planning and executing a variety of events, including the two annual 1500+ attendee luncheons
- Staffing the Board of Directors Investor Relations committee: Scheduling, agendas, minutes
- Participating in the organization's annual planning, goal setting and budgeting process
- Providing close administrative support to the President & CEO to assure his ultimate effectiveness on behalf of AEDC
- Provide general support for the organization's division directors to assure the highest levels of organizational success
- Execute the day to day administrative operations of the AEDC offices in a professional and detailed manner to assure organizational stability and success
- Accepts and screens all incoming telephone calls, greeting visitors in a courteous and professional manner.
- Provides technical telephone support, including programming features.
- Prepares thank you letters and other miscellaneous correspondence on behalf of the President & CEO.
- Maintains all paper and electronic general office files and work products in an organized and efficient manner.
- Responsible for opening office, maintenance of all general office areas, and setting up of conference room for meetings (including preparing coffee and ordering food service when appropriate).
- Makes travel arrangements for President & CEO as well as luncheon guest speaker travel arrangements and accommodations.
- Collects all incoming mail, opens and distributes mail daily.



- Ensures adequate office supplies are on hand and readily available. Places service calls on office equipment, as needed.
- Other duties as assigned

Minimum Requirements

Applicant must possess excellent organizational skills, oral communication, writing skills and project management skills;

Has a solid working knowledge of Adobe Suite and Microsoft Office applications including Word, Excel, Outlook and PowerPoint;

B.A. in communications, marketing, business or related field preferred;

2-4 years' experience in large-scale event planning, communications, marketing, public relations a plus.

About the Anchorage Economic Development Corporation (AEDC)

AEDC is a private nonprofit 501(c)6 organization formed in 1989 as a public-private partnership between local business and governmental institutions. It is governed by a Board of Directors whose 31 voting members are appointed from AEDC's 200+ private sector member companies. Twenty-one non-voting board members are appointed from the Municipality of Anchorage, the State of Alaska and local partner organizations.

AEDC exists to grow a prosperous, sustainable & diverse economy for Anchorage. Our vision is that by 2025, Anchorage will be the #1 city in America to live, work and play. From our history to date and from the commitments that we all share now about the future, we have defined the values that should guide all of our activities and staff in the years to come. These are our core values:

- **Integrity:** Being transparent and ethical in all our dealings
- **Credibility:** Demonstrating competency and expertise in everything that we do
- **Proactive:** Creating opportunities through innovative actions
- **Collaborative:** Leveraging our strengths with the strengths of others
- **Sustainability:** Assuring our success by engaging the right people, the right partnerships and securing needed resources to accomplish our Vision and Purpose

Other Requirements:

Valid Driver's License

If chosen to be interviewed, must be able to provide (3) three writing samples and (3) examples from past work experiences related to position being applied for.

Must be capable of lifting 50 pounds without assistance.

Must pass a background check.

To apply for this position:

Submit a letter of interest and resume either by email to ameyers@aedcweb.com.