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**Events and Operations Associate**  
**Safe Routes Partnership**  
*Job Description*

**Reports to:** Managing Director, Policy and Partnerships  
**Supervises:** None  
**FLSA Status:** Part-time, non-exempt employee (average 30 hours/week)  
**Position Type:** At-Will  
**Salary Tier:** Administrative Staff  
**Location:** Remote position, from anywhere in the United States

**Summary:** The Events and Operations Associate will take a lead role in planning and implementing the organization's in-person conference and online summit. In addition, this position plays a key role providing operations and administrative support for the senior staff of Safe Routes Partnership, a remote nonprofit organization with 10 staff. This is a fully remote position.

**Key Responsibilities:**

*Conference and Event Planning*

- Manage logistics for online events, including the biennial online summit and regular webinars, including speaker coordination, registration of attendees, and internal staff coordination.
- Book travel, hotel, event registrations, and logistics for senior staff and plan logistics for organizational events, such as board meetings.
- Serve as project manager and lead implementer for the biennial in-person conference to ensure conference tasks and deliverables are proceeding as scheduled and on budget, coordinating with assigned staff on their areas of responsibility.
- Coordinate with keynotes and session speakers on logistics and content for their sessions; finalize program and ensure it is accurate online and in printed program.
- Launch event registration, discounts, and add-ons in conference management system
- Coordinate with the hotel and reception location to finalize menus, meal counts, room setup requirements, and A/V needs.
- Coordinate with communications staff to order swag, signage, badges, and needed materials.
- Serve as liaison with exhibitors and sponsors to ensure contracted requirements are met.
- Coordinate with senior staff on event messaging, scripts and plan for staffing on-site needs.
- Manage day-of logistics and serve as lead point of contact during events.

*Senior Staff and Operations Support*

- Provide administrative support to the senior staff as needed, including formatting documents and presentations, producing packets, and scheduling meetings.
- Record donations and produce thank you notes; coordinate donor cultivation and stewardship.
- Process timesheets and PTO in the payroll system; review expense reports for all employees.
- Assist with hiring logistics, including placing ads, scheduling interviews, and coordinating onboarding of new hires.
- Monitor organization's generic email box and coordinate responses.
- Liaison with outsourced tech support to resolve staff tech issues.

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- Maintain Salesforce database and its data integrity, including importing data, processing leads, creating reports, assisting staff with Salesforce usage, and coordinating with consultants to improve the system as needed.

*Team Work*

- Collaborate with other staff to complete assigned projects and activities.
- Attend regular staff meetings via video; attend in-person staff retreats or meetings as requested; work as a team player to fulfill the mission and goals of Safe Routes Partnership.
- Report regularly on activities, and assist with other duties as assigned.

**Qualifications/Requirements:**

1-4 years of experience providing event planning and logistical support; experience using Salesforce a must; strong technical aptitude generally and specifically with PCs and Microsoft Office; adaptability with strong problem-solving skills; detail-oriented and organized; and approachable with strong interpersonal skills.

**Physical Requirements:**

This is largely a sedentary position that requires speaking, hearing, seeing, and lifting small objects to 10 lbs. May require the occasional ability to attend conferences and retreats that include overnight stays. Reasonable advance notice of extended travel will be provided when travel opportunities and planning are coordinated with your supervisor.

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The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

I have read and understood this explanation and the job description.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_