



Part-Time Event Coordinator Job Description

POSITION:

Part-time Event Coordinator
15-20 hrs per week

MABPA:

The Mexican American Business and Professional Association (MABPA), founded in 1978, is an organization whose mission is prioritizing access, advocacy and prosperity for all San Diego communities. MABPA's robust membership actualizes its mission with an informed focus on Business, Education, Community Leadership, and the Legislative domain.

OBJECTIVE:

Facilitate activities designed to promote the goals and objectives of the Mexican American Business & Professional Association in the areas of public affairs, education, and business as they relate to and affect our communities.

RESPONSIBILITIES:

Coordinate events and meetings by identifying, assembling, and organizing requirements; establishing contacts; developing schedules and assignments; managing mailing lists to ensure event success.

- Coordinate monthly activities and event logistics
- Prepare and disseminate, emails invitations, email reminders and any other correspondence
- Collect information to update calendar, schedules and our membership database
- Coordinate with MABPA Membership Chair, Treasurer, and Programs Chair
- Maintain association database and record updates
- Post MABPA announcements to our social media platforms
- Maintain the MABPA Website and coordinate content
- Prepare correspondence to members, as requested
- Additional administrative duties as requested

SKILLS:

- Ability to effectively organize projects and accurately maintain records.
- Ability to work effectively under pressure and meet tight deadlines.
- Knowledge of, and experience with, computer data entry programs and word processing programs.

QUALIFICATIONS:

- Well organized, self-motivated, and willing to learn
- Excellent attention to detail
- Must be able to communicate effectively both written and verbally
- Confident and outgoing personality
- Associate degree or 2 years of previous experience with an emphasis on administrative and marketing duties, or event planning preferred
- Proficiency in Microsoft Office, Excel, Power Point
- Works well multitasking and able to shift priorities to meet competing deadlines

PREFERRED SKILLS:

- Preferred experience with ACT, or other CRM software (databases)
- Preferred experience with Adobe Photoshop, Adobe InDesign, or Canva
- Preferred experience with Wordpress
- Bilingual (English/Spanish) preferred

WORK SCHEDULE & COMPENSATION: \$15/hr, 15 – 20 hours a week. Flexible schedule but must be available the 4th Thursday of each month for our monthly luncheon.

How to Apply:

Please email your resume and cover letter to mabpa@cox.net. For any questions you may call us at 619-475-8524. Address letter to President, Josie Calderon-Scott.