



Startup Tucson Office and Events Assistant

Location: 44 N Stone Ave, Tucson, Arizona

Status: Part-Time In-Person Hourly Position (no benefits)

About the Role

Startup Tucson is seeking a part-time Office and Events Assistant to support our organization serving entrepreneurs and meeting its goals. You will excel in this role if you are detail oriented, thorough, organized, and great at anticipating and addressing problems in real time. As an organization, we have a lot of moving parts and we are looking for a team-member who can be flexible but also careful and methodical.

The role is composed of two parts:

Office and Team Assistance:

Your role will be focused on keeping our office, administrative and operational tasks humming, while freeing up our team to focus on program planning and execution. Your day may include activities like scheduling meetings and appointments, running errands, organizing, ordering and storing supplies, helping with facilities requests, answering phone inquiries, etc. Startup Tucson is also part of the recently launched Community Hub space within the Arizona FORGE location at Roy Place. Part of your role will also be to support the multi-functional event and maker space. Tasks include managing the front desk space, scheduling community partners into the space, setting up for events, etc.

Event and Program Planning and Execution:

Your role will also include assisting Startup Tucson with the planning and execution of programs and events. This includes tasks such as working with vendors, running preparation, check-in, and registration as well as managing the internal administrative responsibilities associated with successful event delivery.

Responsibilities:

Office and Team Assistant Responsibilities:

- Opening, sorting and distributing incoming emails, and other correspondence.
- Performing office duties that include ordering supplies and managing a records database.

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- Ensure our CRM and Project Management Software is continually updated and orderly
- Answering phones and routing calls to the correct person or taking messages.
- Researching and conducting data to prepare documents for review and presentation by boards of directors, committees, and executives.
- Helping prepare for meetings including scheduling, note taking, materials, and summary emails
- Using various software, including word processing, spreadsheets, databases, and presentation software.
- Assisting executives with appointments & errands (as needed)
- Staff the front desk at FORGE as assigned with assistance by interns, other staff
- Provide general administrative support

Event and Program Execution Duties:

- Helping to plan, execute and staff for Startup Tucson events and programs
- Execute pre, live and post event and program tasks to include:
 - Pre:
 - Online event set-up and promotion: Eventbrite, Social Media, Newsletter, etc.
 - Preparation of Collateral including some design, printing, etc
 - Coordination of event and program logistics including booking and communicating with venues and vendors within budgets
 - Help coordinate contracts and collect invoices from venues and vendors
 - Recruitment and management of volunteers as necessary
 - Management of RSVPs
 - Ensure all technology is prepped, charged, and correct adapters are accounted for
 - Develop a run of show prior to the event to be approved by manager and executives
 - Live:
 - Coordinate day-of event set-up and delivery of supplies -- letting the rest of the team know what their role in and ensuring it is completed to plan
 - Complete Event and Program Check-in and Registration
 - Manage social media during the event as necessary
 - Take photos, etc. for event follow-up

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- Ensure all materials and technology are safely securely managed throughout the duration of the event
- Greet attendees, creating a warm and inviting “face” to the event
- Oversee any volunteers or interns who are assisting with the event
- Coordinate day-of event breakdown
- Eventually prepare to conduct some of the educational content as you are fully trained and gain entrepreneurial experience
- Post:
 - Complete any post-event/program data entry/accounting as necessary
 - Manage post-event social media
 - Categorize and store images in an online database
 - Organize and store event and program supplies, keeping a running inventory of items and communicating when recording should occur
- Perform other program and events support duties including but not limited to:
 - Database management
 - Reporting and analytics
 - Accounting assistance as it relates to program and event expenses
 - Asset maintenance and organization including both physical and digital assets (i.e. document, photo organization in addition to supplies)

Requirements:

- We seek individuals who enjoy working in a collaborative, high-volume and energetic work environment and who are flexible team players
- Experience as an executive assistant or other relevant administrative support experience including event support
- Must have outstanding communication and writing skills; speaking a second language is preferred, especially Spanish
- Must be highly organized with a strong attention to detail and be able to complete tasks independently and thrive in a remote work environment
- Ability to organize a daily workload by priorities
- Must be able to lift and carry items for event set up
- Must be available for early morning or evening events as needed
- Familiarity with standard business software and technology such as Google Suite, Microsoft Office, CRMs, social media, Canva etc.
- Passionate about working with entrepreneurs and small-business owners



Working Environment:

Expected schedule would typically be 10-20 hours per week with some busy weeks maxing out at 30 hours. Startup Tucson's hours are 9am - 5pm Monday to Friday. This position would be expected to assist during those hours (on a part-time schedule set with the CEO) in addition to helping to staff certain events and trainings that occur on nights and weekends.

Compensation & Benefits:

This is a part-time position in-office and on-site at events. Compensation will be hourly and is expected to start at \$18-20/hour with regular opportunities for review and enhancement. Depending on staffing needs, there is potential for this position to turn into a full-time position if the candidate is interested and determined to be a good fit for the team.

About Us: Startup Tucson is a nonprofit that is working to build our region's economy through entrepreneurship and innovation. We are a lean organization tackling grand, audacious ambitions. We dream big, aim high, and we enjoy every minute of our work because what we are doing is so vital to our community. We value high-quality work, a can-do attitude, and strong interpersonal communication.

To Apply: Please email a copy of your resume and cover letter to liz@startuptucson.com

Hiring Steps: We are looking for the right fit so this position will be open until filled. Application review will begin February 7, 2022. Selected applicants will be asked to participate 1) in an initial phone interview with one of the Startup Tucson team, 2) an in-person interview with additional members of the Startup Tucson and team.

Start Date: Startup Tucson hopes for the candidate selected to start ASAP.

Startup Tucson is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.