



Position Title: Welcome Desk & Event Coordinator

Reports To: Event & Community Space Manager

Duration: Regular Part-time

Hours: 20 – 25 hours per week

Compensation: \$17 per hour

Organization Description:

APANO (The Asian Pacific American Network of Oregon) is a statewide Asian and Pacific Islander organizing and advocacy group, with a legacy of policy wins and innovative community programs. APANO is a 501c4 organization, affiliated with APANO Communities United Fund 501c3 organization, to achieve our larger vision of a just and equitable world where Asians and Pacific Islanders are fully engaged in the social, economic and political issues that affect us.

POSITION DESCRIPTION

At APANO, the Welcome Desk & Event Coordinator will play a critical role in the events department by demonstrating flexibility and adaptability throughout a wide span of job duties. This position is best suited to someone who is adaptable, diplomatic, and hard working.

The Welcome Desk requires the ability to liaise with the public, answer questions, and direct visitors to helpful resources. We are looking for someone who is dependable, approachable, experienced in crowd management, and mindful about security concerns. Event coordination requires the ability to flow with the needs of an event, we are looking for someone who is driven by results and shows the initiative and confidence to excel in a fast-paced environment. The varying roles include, but are not limited to front desk coordination, event setup, simple catering, post-event clean-up, administrative duties, crowd management, basic A/V functions, and other duties as assigned by a supervisor. The Welcome Desk & Event Coordinator reports to the APANO Community and Event Space Manager.

This position is part-time, 20 – 25 hours per week, and the schedule varies depending on business needs. The Welcome Desk Schedule has yet to be solidified; however, it will be Tuesday – Friday during the day; Events are primarily in the evenings and on the weekends. Shifts will include weekdays, evenings, weekends and holidays as necessary. Compensation is budgeted at \$17.00 per hour.

The Asian Pacific American Network of Oregon is an Equal Opportunity Employer.

Closing Date: June 7, 2019

Anticipated Start Date: July 1, 2019



RESPONSIBILITIES

Provide exceptional customer service at all times, while performing a wide range of duties.

Staff front desk during assigned shifts.

Greet, liaise, and assist all visitors.

Set-up event furniture and other objects according to event design.

Set-up event AV needs and trouble-shoot as needed.

Strike event furniture and other objects, and, tidy space during and post event.

On-site coordination of events including nights and weekends.

Represent the values and mission of APANO.

Learn and follow all APANO, OSHA, and Portland Fire Marshall guidelines.

Work all days, all hours, including holidays and nights as scheduled.

Work effectively with volunteers, APANO staff, event clients, and the general public.

Promote equity and inclusion goals.

Additional Job Function:

Maintain and inventory event furniture, tools, and items.

Fulfills administrative duties as assigned by helping with items such as data entry, filing, and running errands.

Other duties as assigned by supervisor.

QUALIFICATIONS

General knowledge of event culture.

Experience work in a small non-profit.

Experience working with diverse populations.

1+ years of event experience.

Experience in the Retail and/or Restaurant Industries.

Accuracy, attention to detail and the ability to perform duties effectively under time constraints.

Requirements

Valid driver's license with ability to pass MVR check.

OLCC Servers Permit (or willing to obtain. Professional development funds available.)

Food Handlers Card (or willing to obtain. Professional development funds available.)

Lift up to 40 pounds from standing or squatting position

Dress code for events includes close-toed shoes, dark pants, and a dark shirt.

Familiarity with the Microsoft Office Suite and Google Suite; familiarity with Adobe Suite preferred.



COMMUNITIES UNITED FUND

Experience working in the non-profit sector and/or the political advocacy sector.

The following are a plus, but not requirements:

Asian and/or Pacific Islander language proficiency

Experience with POS and CRM systems

How to Apply:

Only complete applications submitted by June 7, 2019, at 5:00 PM Pacific Time will be considered.

Applications should be emailed as a single attached document (PDF preferred) to jobs@apano.org with subject title "Welcome Desk & Event Coordinator".

Complete applications include:

- Cover letter (1-page max) clearly outlining the specific skills and knowledge that you bring to the job and how you are a good fit with the responsibilities of the position
- A resume (2 pages max) with relevant experience, work history, education, and accomplishments
- 2 references, with contact information, and your relationship to the reference

For more information, please email jobs@apano.org.

APANO CUF celebrates diversity and is proud to be an Equal Employment Opportunity and Affirmative Action employer. We do not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.