



**PROGRAM and EVENTS ASSOCIATE
JOB ANNOUNCEMENT**

TITLE Program and Events Associate
FLSA STATUS Non-Exempt
PAY CLASS Temporary Part-Time
REPORTS TO Project Director
LOCATION Remote

Who is Charitable Ventures?

Charitable Ventures was created to make sure nonprofits are resilient, effective, and empowered so they can serve their communities when they are needed most. Aiming to make our community more socially, racially, and economically just, our employees guide and design strategies to effectively address those needs.

Who is Orange County Grantmakers (OCG)?

Orange County Grantmakers (OCG) is the regional philanthropic serving organization for Orange County. Representing over 40 of the largest funders and philanthropists in the County, the organization serves as a collective voice for philanthropy and Grantmakers. Our mission is to advance equity by creating strategic alignment and cultivating transformational relationships and leadership among OC philanthropists and nonprofits.

Do you have a passion for Demonstrating a strong commitment to diversity, equity, and inclusion (DEI) among OC philanthropists and nonprofits?

If so, your passions align with the Charitable Ventures/OCG mission!

What are we looking for in our next team member?

Answer the questions below to see if you may be our new team member!

Are you ready to:

- Support with Coordinating logistics and executing OCG Events (both virtual and in-person) including:
 - Coordinating with speakers and ensure their availability for scheduled sessions
 - Creating and managing registration/ RSVP platforms such as Eventbrite, Zoom Registration, and Outlook Calendar
 - Coordinating catering and food orders for in-person meetings and events



- Ensure all necessary technological materials are available and ready for events
- Confirming venue logistics for in-person meetings
- Arriving and attending in-person events to ensure program is run successfully including set-up and clean-up
- Support with Communication Management?
 - Sending event information and reminders to attendees
 - Creating round-up, post event communication to attendees highlighting sessions key takeaways and materials
 - Responding to inquiries and answering questions pertaining to events
- Support with Social Media Management?
 - Creating content aligned with OCG's programming and promotion of upcoming community events on LinkedIn, Facebook, and Instagram
 - Scheduling holidays, graphics, and captions on social media platforms

If you answered yes to any of the questions above, your next career may be waiting for you at Charitable Ventures! And we would love to explore it with you.

Job Summary

The Program & Events Associate will play a crucial role in supporting the Executive Director across all programs and activities in this temporary assignment. This dynamic position requires the ability to work independently with minimal supervision, handle multiple projects simultaneously, and have the ability to serve as a reliable and flexible member of a small team. The successful candidate will demonstrate a strong commitment to diversity, equity, and inclusion (DEI) and will be expected to engage in continued learning and growth.

What are the desired qualifications?

Education:

Minimum of two years of related work experience, including internships, work study or other volunteer experience

Experience:

- Minimum of two years of related work experience, including internships, work study or other volunteer experience
- Comfort with video conferencing



- Experience and/or understanding of the OC nonprofit and/or philanthropic space
- U.S. work authorization

Desired Characteristics:

- Equity Orientated
- Pro-Active Communicator
- Reliable and Responsive
- Disciplined
- Detail Oriented
- Writer with excellent editing and writing skills
- Tech Comfortable
- Self-Learner

Compensation Commensurate with experience, education, and market (\$25.00 per hour)

Benefits

- Temporary/Part-Time employees are granted 40 hours of Paid Sick Time.
- **But the most rewarding benefit is your ability to contribute to building stronger communities!**

Is this job not a right fit for you? Maybe it is for a colleague, friend, or neighbor. Please refer anyone that may be a good fit! And check back for other postings as you may become a team member through *your* unique skills and experiences!

Company Summary

Launched in 2007, Charitable Ventures is a non-profit organization dedicated to creating positive social impact through transformative ideas and investments. The agency provides incubation, sponsorship, and capacity building services such as planning, facilitation, and evaluation for funders, non-profit organizations, government, and community leaders throughout California.

Charitable Ventures maximizes the impact of emerging and established nonprofits, as well as donors and foundations with a passion for change – and is considered an essential part of the nonprofit sector infrastructure in Southern California. Since inception, it has fiscally sponsored more than 60 projects that address a wide array of social issues.



Applications: Please send cover letter and resume to info@ocgrantmakers.org.

Charitable Ventures is committed to the principle of equal employment opportunity. In all that we do, Charitable Ventures supports its clients, projects, staff, and partners through our commitment to equity, economic and social justice, diversity, and inclusion, and in ways that uplift our communities' assets and potential.