About The World Affairs Council of Orange County

We are part of the World Affairs Councils of America, a nonprofit and nonpartisan national organization based in Washington, DC. Its mission, which remains its primary goal, is to educate and inform its members and community citizens on important and critical issues concerning world affairs. We strive to make council dinners and events enjoyable opportunities to meet and socialize with others who see the impact foreign affairs have had not only nationally, but also in Orange County.

About this Job

Location: Hybrid; work in-person 3 or 4 days of the week in Irvine Business District and 1-2 days of the week remote.

Start Date: ASAP, July 2024

Hours: 40 hours per week, non-exempt employee

Compensation: $18-$20 per hour, plus medical benefits

Unique Benefits: As an Programs Manager at the World Affairs Council of Orange County, you will have the exposure to hear our high-level guest speakers in international affairs. Our organization hosts distinguished guests who share their expertise and insights, offering an unparalleled learning experience. This opportunity is invaluable and unique to our organization, providing you with networking opportunities and perspectives.

The Programs Manager will be responsible for the following tasks:

- Plan and coordinate events, from beginning to end, throughout the year (Roughly two events per month).
- Oversee the marketing for services, resources and programs of the council through developing and circulating appropriate materials (newsletters, flyers, press releases, etc.)
- Develop and manage a marketing schedule for email blasts, social media campaigns, etc.
- Update and upkeep the organization website, as needed
- Manage speakers, contracted venues, and other relevant contacts throughout the event planning process, from the initial contact to event execution, Must simultaneously balance multiple projects, clients, and deadlines at one time.
- Interact with contacts and clients regularly by phone, in person, and electronically throughout the planning process to obtain event information and specifications.
- Track upcoming payment deadlines in conjunction with the Operations Manager.
- Prepare event agendas and confirm that all services and necessary preparations are complete to ensure a successful event experience.
- Work closely with the Operations Manager and President on a day to day basis to discuss upcoming events schedule and details
Identify any event related issues for improvement and implement corrective action as needed.
Establish and maintain professional and effective working relationships with venues, the board of Trustees, and the general membership.
Serve as primary contact for all event-related affairs to ensure a consistent, high level of quality service is provided throughout the planning process.
Take on additional projects and responsibilities as needed and as assigned by the President.
Lead weekly staff meetings to update the team on the progress of the events and any other developments.

Skills Needed to be Successful:

- Strong problem-solving skills and attention to detail.
- Detail-oriented with the ability to analyze data with a critical eye.
- Strong verbal and written, interpersonal, and communication skills.
- Self-motivated, willing to learn, and interested in working in a team environment.
- Takes initiative and ownership of tasks assigned.
- Must exhibit positivity, confidence, professionalism, and proactivity in client and employee communications.
- Can quickly identify problems and conduct event analysis to reach effective solutions.
- Possesses exceptional oral and written communication skills.
- General knowledge of Audio/Visual Equipment is a plus, but not required.

Requirements:

- Bachelor’s degree in related major (preferred).
- Proficiency in Google Suite and/or Microsoft Office, Adobe Suite.
- Proficiency in Graphic Design (Canva or Adobe Suite).

To Apply:

- Submit a Cover Letter and Resume to orangecounty@worldaffairs council.org

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Will be required to perform other duties as directed, requested or assigned.