



Event Specialist for a Passionate Non-Profit Impacting Kids

MAPSA's Event Specialist ensures that all events, serving an array of educators from charter, traditional and private schools, go off without a hitch and deliver on the experience that is our brand. MAPSA's Event Specialist drives the success of all events by managing timelines, organizing team duties, and ensuring all logistical details are met.

As MAPSA's Part-Time Event Specialist, in a typical day you might:

- Meet with our events team to brainstorm a creative solution
- Call the rental company to order supplies for an upcoming event
- Email a speaker to collect their bio and picture
- Google facilities and locations for a future event
- Create a great menu for a regional meeting
- Chat with fellow team members about upcoming deadlines
- Iron out a billing issue for a registrant
- Coordinate onsite logistics for a 500+ attendee event
- Scope out the competition
- Dig deep to identify future event attendees

This job might be for you if:

You pay attention to the details. You stay focused, and nothing falls through the cracks on your watch. You are able to delegate to others and help the team stay on task.

You are seeking a part-time position with full-time impact. You have a lot to offer and want to be part of something great. You may work part-time but you are fully invested in making a significant impact.

You enjoy solving problems. You love taking on difficult challenges and finding creative solutions. You don't get flustered easily. If you don't know the answer, you'll dig until you find it.

You're a people person. You like to work with others and feed off their creative energy. You enjoy a flexible work environment and a supportive team culture.

You think on your feet. You like learning new things, and you can learn quickly. When things change, you know how to roll with the punches.



MAPSA

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You communicate clearly. You write well. You speak eloquently. You can explain just about anything to anyone, and you're comfortable communicating in writing and on the phone.

You are motivated and driven. You volunteer for new challenges without waiting to be asked. You take ownership of your role and truly make a difference.

To land this role, you need to have some experience in work that requires an extremely detailed eye. It doesn't need to be traditional event management experience as long as we can see where you picked up your detail-oriented super powers somewhere in your cover letter or resume.

Send your cover letter and resume to HumanResources@charterschools.org by Friday, August 28th and tell us why you want to be part of our team!