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Event and Executive Assistant

Full time position with benefits

Target Start Date: Approximately April 15, 2021

Reports to: Events Director and Executive Director

Classification: Regular Full-Time, Non-exempt, At-will

Location: United States based remote position. Suitable home office required.

Please send an application by March 15, 2021 (open until filled).

The National Center for Employee Ownership (NCEO) is hiring an events and executive assistant to provide administrative support to the NCEO's Events Director and to its Executive Director. The combined position will administer tasks including but not limited to calendar management, speaker and sponsor management, webinars, offsite events, and general department and office support.

About our Events

Our largest event, held each April, is our annual [Employee Ownership Conference](#). We also host the [Fall ESOP Forum](#) in September, five smaller meetings, and a series of weekly webinars. Our events are education-focused, offering continuing education credit to various sectors, and they are also major networking events and a gathering place for the field of employee ownership. This position reports to the Events Director and provides administrative support for the Fall event, five smaller meetings and weekly webinar series.

About our Executive Director

The position also reports to the NCEO's Executive Director, who is looking for generalized administrative support for a variety of projects. The person in this role will assist with scheduling, project management, meeting preparation and follow-up, and communication in support of internal operations, board functions, volunteer management, and outreach.

About the NCEO

The NCEO is a private nonprofit organization and our mission is to help employee ownership thrive. Founded in 1981, we have almost 3,000 members, and, with the exception of 2020, annual revenue from operations of more than \$3 million. We project continued growth and expansion of our activities. We are the main publisher in the field, and our events are premier gathering places for the community of employee-owned companies and the professionals who provide related services. We produce some of the most important and practically useful research on employee ownership, and we help companies manage themselves to achieve the greatest benefit from employee ownership.

Internally, we have a collaborative culture in which all staff members contribute to shaping the course of the NCEO's work. We model ourselves as much as possible on best practices in employee-owned companies: we often make decisions collectively, and our compensation

system lets employees share directly in the success of the organization to the extent allowed by our nonprofit status. We are a fully virtual organization.

Responsibilities

The Events and Executive Assistant will support both the Events Director and the Executive Director and will be supervised by the Events Director. Specific responsibilities will vary over the course of the year and will include:

- Effectively prioritize multiple tasks and deadlines along multiple event and project timelines.
- Create and edit written material for events and internal meetings.
- Assist with organizing mailing lists and interpreting event data, registration lists, etc.
- Draft and execute digital marketing campaigns including emails, social media posts, and ads.
- Serve as a liaison between event attendees, sponsors, and speakers.
- Assist in the execution of weekly webinars.
- Maintain the events content on our website.
- Manage the executive director's calendar for internal and external meetings
- Support internal and external meetings as needed by drafting agendas, taking minutes, tracking tasks, and supporting volunteers.
- Provide administrative support for fundraising campaigns including major and planned giving.
- Support outreach to external organizations for speaking engagements, sponsorship opportunities, collaborations, content exchanges, etc.
- Travel to select meetings; at a minimum travel will include Annual Conference (approx. five days) and the Fall ESOP Forum (approx. four days) annually.

Requirements

- 1-2 year(s) of experience as an assistant or in event planning, preferred.
- Bachelor's degree preferred.
- Ability to multi-task and manage competing priorities.
- Excellent organizational skills, creativity, problem-solving skills and ability to adapt.
- Ability to learn new tasks and/or systems.
- Highly self-motivated, persistent, dependable, and self-sufficient.
- Demonstrated ability to organize and manage workload efficiently with attention to detail and accuracy; must be able to manage daily, weekly and monthly deadlines.
- Must maintain a friendly, positive attitude and a professional demeanor always.
- Proficiency in verbal and written communication.
- High degree of proficiency in Microsoft Office, GSuite, email marketing platform, and ability to schedule and coordinate virtual meetings by using programs such as Skype or Zoom.

Equal Opportunity Employer

The NCEO is committed to equal opportunity employment. We make decisions based on employee qualifications and performance, not personal characteristics or association with any category protected by law.

The NCEO values a diverse workplace and strongly encourages women, people of color, LGBTQ individuals, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.

Remote work

After decades of working from offices in Oakland, California, the NCEO is transitioning to fully

remote work. Candidates must have all reasonable requirements for working remotely, such as reliable high-speed internet access and a professional location from which to work. All candidates must be able to travel to accommodate in-person staff meetings, although the NCEO has not yet make plans for such meetings.

Salary and Benefits

The compensation for this position consists of base pay and variable income pay. The base pay range is \$23.00 to \$25.00 per hour, based on experience. The size of the variable pay is determined by the performance of the organization, so it cannot be determined in advance, but our target is \$17,000 to \$23,000 annually.

Employees also receive generous benefits, including 100% employer-paid health insurance premiums, an automatic 3% employer contribution to a 401(k) plan (after three months) and pre-tax transit benefits. The organization will cover the cost of travel, hotel, food, and beverage while on-site at the meetings, with limits under our employee policy.

How to Apply

Applicants should browse our website (www.nceo.org) to learn more about us and employee ownership before applying. Please send your resume and a cover letter. We may stop accepting applications as early as March 15, 2021. Your cover letter should be addressed to the Events Director, Jordan Boone, and sent to jobs@nceo.org with the subject line "Events / Executive Assistant."

All applicants should send:

- A cover letter (one page or less)
- A resume
- A short writing sample (one page maximum, preferably an event communication)