



Meeting & Marketing Assistant – Part Time

As Meeting & Marketing Assistant for the [Energy Bar Association](#) (EBA), you will assist the Events Manager and Marketing Manager with administrative aspects of producing events and marketing campaigns. The majority of your time will be spent working directly in Mail Chimp to set up events and membership marketing campaigns. You will also assist members with registrations and respond to member requests for support with registration and database editing. We will count on you to look around the corner and stay ahead of important milestones and we will depend on you to manage confidential and sensitive information. Additionally, you may assist with distribution of certification for state continuing legal education (CLE) credits, event registrations, manage website content updates, and answer distance learning related inquiries.

Reports directly to the Senior Manager, Marketing. This is a highly visible and fairly autonomous role where we will depend on you to connect the dots, manage the details, and produce solid outcomes. Your ability to use online tools and anticipate the needs of the marketing and meetings area will ensure that EBA various campaigns and events run efficiently and smoothly and that our members feel exceptionally well-served. In this role, your warmth, intelligence, inquisitiveness, attention to details, organization skills, customer service skills, graciousness, poise, judgment, and discretion will all be important to success.

Organization Overview

EBA is an international, non-profit association of attorneys, energy professionals, and students active in all areas of energy law. EBA has eight regional chapters across the U.S. and an increasing number of members in Canada and Mexico.

We host numerous [educational seminars](#), including two national conferences per year. Our educational programming covers all facets of energy law (electricity reliability, oil pipeline regulations, renewable energy, environmental law, etc.). Many of our programs are approved for CLE credits which our members need to stay current. In addition to programming, EBA members rely on us to provide valuable opportunities for networking. Our lunches, receptions, and dinner programs allow our members to meet and share their expertise.

Responsibilities

Meeting and Events:

- Works directly with Manager, Events and Volunteer Relations.
- Website posting, speaker/sponsor template confirmations, host technology training, post-meeting evaluations, etc.
- Social Media postings regarding events.
- Do initial MailChimp event promo set up.
- Manage Zoom video conference setup and troubleshoot, record, and upload recordings to



our on-demand library; relay information to the marketing manager for video promotion.

- As needed, assist with logistics of major meetings, including Annual Meeting, Mid-Year Energy Forum, chapters' annual meetings, Gala, Academy Series, and Enforcer and Defenders Forum
- Assist with updating event timelines, hotel/convention center specifications, audio-visual requirements, timelines, registration, abstracts, food and beverage requirements, staffing schedules and assignments, and security issues.
- Draft email and web communications for meeting and event promotions. Assist the senior manager, member and foundation relations with all marketing campaigns, website, and social media updates for these events
- Coordinate with internal departments to make sure deadlines are met and deliverables are provided.
- Communicate with all stakeholders on changes and update schedules and internal spreadsheets accordingly.

Marketing Assistance:

- Works directly with Sr. Manager, Marketing.
- Assists with all aspects of setting up and conducting marketing campaigns.
- Maintain electronic files and archive annually.

Office Administration:

- Process checks and invoice document, maintaining efficient processes, suggest improvements for efficiency, and implement changes.
- Coordinate contracts and maintenance for office equipment – copier, postage machine, telephones, etc.
- Manage accounts payables and check processing.

Qualifications

- Minimum of 3-5 years of relevant experience.
- Ability to work 25 hours per week, and occasionally more hours, with prior planning.
- Solid proficiency with Microsoft Office and other software applications (strong Word and Excel skills required)
- Solid MailChimp experience.
- Experience posting to Twitter and LinkedIn.
- Experience with MemberSuite Database or other similar association database.
- Ability to manage cloud systems such as video conferencing, constant contact,



doodle.com, or similar.

- Experience managing invoices, accounts payable, and accounts receivable is preferred.
- Strong writing, editing, and proofreading experience in a business environment.
- Experience working with volunteers preferred.
- Ability to work independently, as well as a member of a team, with an approach that is flexible, eager, and friendly.
- Excellent interpersonal skills and written communication skills; exemplary telephone manners.
- Occasional travel maybe required for meetings and events.
- Ability to move 50 lbs boxes and material.

Attributes

- Confident and pleasant. You understand that everyone is a “customer” and should have a “Ritz Carlton” service experience when contacting the executive office.
- Great communicator. You have excellent oral and written communication. You demonstrate poise, diplomacy, and tact.
- Detail Oriented. Even though you are detail oriented, you can also see the big picture and understand how the details relate to the overall mission of the organization.
- Organization Skills. Your attention to detail is supported by your organization skills. You appreciate order and know how to achieve it efficiently.
- Flexible and capable. You manage changing priorities without difficulty and get the job done.
- Problem solver. You are solution-minded, confident, and steadfast in the face of uncertainty. You identify what needs to be done first, anticipate needs downstream, and carefully steward projects.
- Able to hold anything in confidence. While you are friendly to all, you divulge nothing confidential to anyone and never give the impression to anyone that you are holding any confidential information. You use the utmost discretion inside the office and out about the knowledge and information that you hold.
- Autonomous. You are self-motivated and work well independently. You are not afraid to make a decision, but you know when to seek input.
- Strong initiative and judgment. You have good judgment and a thoughtful approach. You are sensitive to the challenges, goals, and varying needs of all stakeholders.
- Resourceful and great follow through. Whether it’s something that requires a quick turn-around or a long-term project with many steps, you take full responsibility from start to finish. When you say you’ll get back with someone, you do.



- **Team player.** You work as an integral part of a team that works and wins together. You are articulate, persuasive, and willing to listen to and respect the views of others. You confidently engage with staff at all levels to define needs and expectations. You collaborate on projects and communicate results.

What's Attractive to the Right Candidate?

- You will be working with a strong supportive team and members who appreciate your work. Our members are a pleasure to work with: smart, capable, and dedicated to EBA's success.
- This is a great springboard for your career. As we grow, you will have the opportunity to learn from your colleagues and help with many facets of non-profit management.
- Outside of the occasional, urgent, time-sensitive matters, you will be able to leave work at work and will not be required to be "on call" once you leave the office.
- We offer a competitive salary and flexible work environment.

To Apply

Submit resume, cover letter detailing why you are the best candidate for the job to llevine@eba-net.org with subject line: Part Time Assistant. No phone calls.