



<b>Job Title</b>	Event Planning Assistant
<b>PVN ID</b>	VU-1703-001721
<b>Category</b>	Clerical/Office Services
<b>Location</b>	OFFICE OF SR VC FOR UNIVERSITY RELATIONS
<b>Department</b>	CUNY Citizenship Now!
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$31,500.00 - \$32,750.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Oct 02, 2018 (Or Until Filled)

## General Description

---

**CUNY Citizenship Now!** provides free, high quality and confidential immigration law services to help individuals and families on their path to U.S. citizenship. Our attorneys and paralegals offer one-on-one consultations to assess participants' eligibility for legal benefits and assist them in applying when qualified. In addition to providing consultations and application assistance to the immigrant community at our centers located throughout the five boroughs, we regularly hold Citizenship Events in all five boroughs to assist members of the community with citizenship and naturalization issues.

### JOB DESCRIPTION:

CUNY Citizenship Now! is looking for a creative and detail-oriented individual to support the Events Team by assisting with the preparation, coordination and implementation of community events. The event planning assistant will be able to take direction, be self-motivated, have strong organization skills and the ability to meet deadlines.

### DUTIES AND RESPONSIBILITIES:

- Assist with event logistics including set-up and breakdown at community events on weekends
- Responsible for preparing and collating documents as well as assembling supplies and equipment used at all events
- Maintain storage room and inventory by ordering supplies and equipment
- Coordinate marketing and advertising materials
- Conduct site visits at potential event venues
- Coordinate event logistics such as floor plans and event schedules
- Order furniture and catering for events
- Perform related duties as assigned.

## Other Duties

---

Available to work on weekends.

## Qualifications

---

### **CORE COMPETENCIES/ QUALIFICATIONS:**

- Associate's degree from accredited college or university and a minimum of 2 years of related experience
- Strong written and oral communication skills required
- Able to work independently and collaboratively in a fast-paced environment
- Able to adapt to changing situations and priorities
- Strong organizational and time management skills
- Capable of working in a culturally diverse environment
- Proficient with Microsoft Office, including Word and Excel
- Available to work on Saturdays
- Job requires lifting, packing and unpacking boxes up to 25 lbs
- The ideal candidate must be detail-oriented, highly flexible, and self-motivated