



25350 Magic Mountain Parkway, Suite 240, Valencia, CA 91355 • Ph: (661) 705-0250

Manager – Administrative Services / Special Events
(Part Time or Full Time)
Job Description

SUMMARY

This professional position is responsible for the development and implementation of special events as well as general administrative services.

COMPENSATION

Negotiable depending upon qualifications.

ORGANIZATION

The manager will serve in new, dynamic economic development corporation, whose current strategic focus includes business retention, business development and the recruitment of Aerospace, Biomedical, Homeland Security, Green Technologies, Construction, Professional Services, Automotive Technologies and Entertainment companies. The manager will work closely with the SCVEDC executive director, other staff members and partner organizations to achieve goals.

PRIMARY DUTIES AND RESPONSIBILITIES (May not include all duties performed)

1. Administration

- Organize office operations and procedures.
- Assist in the design and implementation of office policies.
- Review and approve supply requisitions.
- Maintain office equipment.
- Liaise with other agencies, organizations and groups.
- Assist in the development and maintenance of organizational budgets.
- Schedule management for Executive Director.
- Provide support for Board meetings.

2. Events

- Plan, organize, coordinate, promote and facilitate special events.
- Schedule and maintain communication with speakers, vendors, and participants.
- Coordinate and monitor event timelines.
- Assists in preparing a variety of publications, materials, and programs for events.
- Coordinate event activities with SCVEDC committees, staff and partner organizations.

- Work with executive director to align events with SCVEDC goals and objectives.

3. General

- Work with executive director to prepare and maintain SCVEDC budget.
- Create reports, presentations and action plans.
- Attend City Council and partner organization meetings when required.
- Respond to telephone, email and in-person inquiries.

SUPERVISION

Work is performed under the general supervision and direction of the SCVEDC executive director. However, the manager position is expected to exercise a large amount of discretion, independent thought, independent action and self-supervision.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

Any combination of education and/or experience that has provided the knowledge and skills necessary for satisfactory job performance would be qualifying. A typical way to obtain the required knowledge and skills would be a Bachelor's Degree in Communications, Business Administration or a related field and one to three years progressively responsible professional level experience in administrative services, event planning, public relations or closely related field; a Master's Degree in one of the fields listed above may be substituted for one (1) year's experience.

DESIRED CHARACTERISTICS & ATTRIBUTES

The manager position requires strong organizational and event management skills. The ability to organize events in concert with SCVEDC committees, partner groups and staff members is critical to success. Other desired characteristics include:

- Positive attitude
- Personal integrity
- Team player
- Creativity
- Strong inter-personal and written communication ability
- Community involvement

APPLICATION INSTRUCTIONS

Send cover letter, resume, references and compensation history to jonaspeterson@scvedc.org or Jonas Peterson, 25350 Magic Mountain Parkway, Suite 240, Valencia, CA 91355. Writing samples and/or statement of qualifications/interest are recommended.

Position open until filled.