



JOB DESCRIPTION

Title: Events and Communications Specialist

Reports to: Vice President of Communications & Senior Director of Events

Summary of Position:

Responsible for supporting all events and communications needs. This position encompasses a wide range of responsibilities and duties including but not limited to developing collateral for events, managing email and social media marketing. This position will also support events with planning and execution of events and committee meetings. The Events and Communications Specialist will support all communication, marketing and events at Orange County Business Council (OCBC).

Duties & Responsibilities:

- Support Vice President of Communication in all communication efforts.
- Support Senior Director of Events in all event planning and execution efforts including but not limited to the planning, preparation, execution and attendance of events, including receptions, banquets, conferences, committee meetings and board meetings.
- Develop high-quality written content for event marketing, newsletters, website, social media and email marketing as needed.
- Coordinate communication needs for all OCBC events and committee meetings, including script writing, PowerPoints, AV, and event collateral.
- Coordinate email marketing including committee meeting notices, events, and surveys.
- Develop graphic communication within set deadline. As needed, creatively and quickly design fliers, event programs, reports, presentations, emails, and other marketing collateral to OCBC design standards. Programs used include Adobe InDesign, Illustrator, and Photoshop.
- Post on OCBC's website and social media channels and create effective posting schedules.
- Understand completely all policies, procedures, and standards of Orange County Business Council.

Qualifications:

- Bachelor's degree from a four-year university is preferred. Applicants with a degree or concentration in marketing, communication, are preferred — though all majors will be considered.

- Demonstrated experience independently designing marketing and promotional materials using Adobe InDesign, Illustrator, and/or Photoshop.
- Ability to collaborative efforts with peers and colleagues.

Applicants Must Demonstrate:

- Strong verbal and written communication skills.
- Maturity and ability to represent the Council in a manner that reflects positively on them and the entire organization.
- Flexibility and ability to work effectively with others.
- Great organizational skills in time management.
- Candidate should be detail oriented.
- Ability to exercise discretion and independent judgment.
- Ability to work well under pressure and a deadline oriented environment.
- Ability to use a variety of computer programs.
- Professional appearance and manner.
- Exemplary standards of honor, ethics, quality and productivity.
- Ability to work proactively and productively with limited supervision.
- Willingness and ability to travel.

Benefits:

Along with working for one of the most influential organizations in the state with a team of passionate colleagues, we offer medical, dental, vision, life and long-term disability insurance, plus 401k benefits, and paid vacation.

To Apply:

Interested applicants should email a cover letter and resume to:

Natalie Rubalcava

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Orange County Business Council
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