COMMUNICATIONS ASSISTANT- ORANGE COUNTY SUSTAINIBILITY DECATHLON
JOB ANNOUNCEMENT

TITLE Communications Assistant- Orange County Sustainability Decathlon
FLSA STATUS Non-Exempt
PAY CLASS Part-Time, Temporary Assignment (July – October 2023)
REPORTS TO Chief Communication Officer
LOCATION Remote/Hybrid/Costa Mesa, CA

Who is Charitable Ventures? What is the Orange County Sustainability Decathlon?

Charitable Ventures was created to make sure nonprofits are resilient, effective and empowered so they can serve their communities when they are needed most. Aiming to make our community more socially, racially and economically just, our employees guide and design strategies to effectively address those needs.

Funded by the State of California, OCSD is an exciting new competition that motivates and empowers California’s best and brightest to lead the state’s transition to 100% renewable energy. The leadership team is looking for an all-star to join their efforts and be mentored in the development of their future career. For additional information visit: https://ocsd23.com/

Job Summary/ Duties and Responsibilities

This position is ideal for a candidate with a passion for sustainability, a background in communications and who is looking to grow in their professional development. As a Communications Assistant, the primary responsibilities include VIP coordination, sponsorship outreach, and assistance with jury preparations.

This role will work closely with the CEO and CCO of OCSD to execute multiple communication and marketing needs leading up to and during the OCSD event at the Orange County Fair & Event Center in Costa Mesa, CA.

DUTIES AND RESPONSIBILITIES

- Understand the goals and metrics for OCSD and STEAM Student Showcase.
- Ability to work both remotely and in-person, as needed.
• Assist CEO and COO with administrative needs
• Attend virtual meetings and follow-up with agreed action items
• Identify, contact, and grow relationships with local corporations that align with OCSD’s mission of sustainability and public education
• Maintain correspondence list with potential sponsors
• Make meeting arrangements and reservations as needed
• Assist with communicating logistics for OCSD guests including VIPs, media and special guests
• Prepares copies or special materials required for upcoming event dates
• Assist with off-site errands and events, as needed
• Accepts and implements special projects and tasks according to timelines approved by reporting director and keeps them apprised of progress

What are the desired qualifications?

Education:
HS diploma or equivalent required.

Qualifications and Requirements:
• Organized and detail-oriented
• Professional communication
• Proficiency in MS Office (Word, Excel, Teams)
• Must have a reliable vehicle, valid driver's license, and ability to drive to and from each event
• Ability to work in-person during the event’s assembly, public exhibit, and disassembly periods at the OC Fair & Event Center from 9/18/2023 to 10/31/2023
• Ability to work 20-29 hours per week. This position may require overtime.

Compensation  Commensurate with experience, education, and market ($20 - $23 per hour)

Applications: Please send cover letter and resume to kristinalamb@ocsd23.com

Charitable Ventures is committed to the principle of equal employment opportunity. In all that we do, Charitable Ventures supports its clients, projects, staff and partners through our commitment to equity, economic and social justice, diversity and inclusion, and in ways that uplift our communities’ assets and potential.

charitableventuresoc.org