

AFIO Director of Outreach (This is an In-Office Position)

Job Location:

AFIO National Headquarters
7600 Leesburg Pike, Suite 470 East
Falls Church, VA 222043

Responsibilities:

- Serve as focal point for a major AFIO project, to include maintaining project database and supporting a large annual formal dinner
- Provide back-up support to AFIO Directors of Membership and Operations
- Support AFIO's existing partners and stakeholders
- Develop and implement ideas to attract new members and relationships across the AFIO community
- Provide support to a variety of outreach projects
- Provide onsite support at AFIO events (approximately three per year), including setup and operation of AFIO audio/visual equipment
- Provide onsite support at AFIO board meetings (twice per year), including preparation of draft meeting minutes

Requirements:

- Knowledge of current office automation and strong ability with office IT systems, particularly Excel spreadsheets, Outlook, and Word
- Ability to quickly master, and demonstrate that mastery, of a seating and badging software program used for major events
- Excellent written and oral communication and organizational skills
- Ability to multi-task and prioritize projects and work independently
- Demonstrated ability to work as a team player
- Knowledge of laptop and projector setup and usage to run/display PowerPoints at events, or ability to learn quickly
- Background in public relations or marketing would be desirable

Job Type/Hours:

Part-time, approximately 20 hours per week
Maximum number of work hours per month: 80
Work schedule flexible
This is not an offsite or Work-From-Home position. It is an in-office job.

Pay:

Starting hourly rate of \$25

Benefits: Annual AFIO-funded contribution to employee SEP-IRA up to 25% of prior year's gross salary. No employee matching required.

Contact:

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