

**Institute on Violence, Abuse & Trauma (IVAT)
San Diego, CA**

POSITION TITLE: Summit Assistant

REPORTS TO: Summit & Training Manager, Chief Executive Officer

DEPARTMENT: Professional Training and Summits Division

HOURS: 9:00 AM -- 5:00 PM

EMPLOYMENT STATUS: Full-time, Non-Exempt

POSITION SUMMARY

The Summit Assistant will assist in the planning, organizing, and execution of IVAT's summits. The Summit Assistant is part of the Professional Training and Summits Division within IVAT.

The successful candidate will be dedicated to providing high quality service to all constituencies of the Institute on Violence, Abuse and Trauma. S/he will exhibit the highest professional standards and ethical principles and will be committed to the tenets of IVAT's Mission and Vision.

DUTIES AND RESPONSIBILITIES:

1. Collaborate with agencies and organizations, contractors, presenters, and participants as needed
2. Coordination of Summit planning committees including maintaining databases, updating roster, completing meeting agenda and minutes
3. Assist in coordinating speaker logistics including travel, honorariums, and schedules for summits/trainings
4. Manage details of each training and summit events, including developing and updating files and records
5. Report and provide feedback on the progress of projects as needed
6. Perform summit related clerical duties such as data entry, filing, etc.
7. Serve as an information resource for summit attendees
8. Assist in preparing materials for Planning Committee meetings; attend, record, and publish minutes as needed
9. Collect and organize materials needed for the summit programs
10. During summits and trainings, provide support for set-up, on-site registration and all tasks involved to ensure a smooth and successful event
11. Other duties may include: soliciting videos for display at the summit, processing summit/training scholarships, and assisting with speaker registrations.

12. Other duties as assigned by the Summit & Training Manager and CEO.

POSITION REQUIREMENTS:

EDUCATION

High school graduate, some college preferred

EXPERIENCE

One year related experience required in administrative duties in a professional office environment.

KNOWLEDGE

Knowledge of office administration

Knowledge of basic office software (Microsoft Office, Outlook, etc.)

SKILLS

Effective organizational skills

Effective written, verbal, and listening communication skills

Effective customer service skills

Attention to detail and high level of accuracy

Effective stress management techniques

Effective time management techniques

Ability to lift up to 35 pound boxes

Working knowledge of advanced planning; ability to initiate tasks and projects

Possess cultural awareness and sensitivity

Demonstrate sound work ethics

ABILITIES

Ability to maintain a high level of accuracy in preparing and entering information

Ability to maintain confidentiality of records, files, and information related to IVAT services

Ability to follow established procedures and guidelines

Ability to successfully work individually and as a team member

Ability to effectively interface with the public within an organization at all professional levels including staff

Ability to compromise a desired outcome

Ability to effectively communicate verbally, in writing and electronically

Ability to prioritize work tasks and maintain a productive workload

Ability to utilize sound judgement for problem solving; knowledge to know when to consult a supervisor

OTHER REQUIREMENTS:

Prior knowledge in the fields of violence, abuse and trauma.

Committed to the mission and vision of IVAT as a social change organization.
Maintain a professional appearance and demeanor.
Valid California driver license at time of hire.

Sensitive to cultural diversity and ability to communicate and interact effectively with people of all ages and diverse backgrounds; proven ability to work effectively as a team player; highly motivated, focused and results oriented. Ability to exercise discretion and tact in all interpersonal contacts, and to maintain confidentiality at all times. Ability to manage multiple tasks according to required deadlines, and maintain composure under high stress conditions. Ability to be optimistic, positive, and supportive in all interactions with others. High level of accuracy and attention to detail.

Background Check: Employment is contingent upon successful completion of a background check.

Anti-discrimination Policy: IVAT prohibits discrimination in employment and in its educational programs and activities, including admission or access thereto, on the basis of race, national origin, color, creed, religion, sex, age, marital status, disability, medical condition, veteran status, sexual orientation, gender identify or associational preference.

IVAT is an Equal Opportunity Employer. IVAT will conduct its programs, service and activities consistent with applicable federal, state and local laws, regulations and orders.

This policy is governed by Titles VI and VII of the Civil Rights Act of 1964, the Civil Rights Act of 1991, Title IX of the Education Amendments Act of 1972 Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, the regulations implementing these statutes, and applicable federal and California law.