



Position Title: Event Office Manager of the North Carolina Seafood Festival (NCSF)

Status: Full time , non-exempt (hourly), 40 hours/week

Compensation/benefits: hourly rate between \$12 – \$15/hour, based on qualifications, experience, education; flexible schedule

Expected work schedule: Monday –Friday 9:00 am- 5:00 pm

Some evening meetings after 5:00 on weekdays. Required to work all events which are typically on weekends. Board meetings on the first Monday of each Month at 5:30 then beginning in August 1st and 3rd Monday, September every Monday then a Saturday Wrap up Meeting in November.

Office Hours: Monday-Friday Office Hours 9:00 a.m. – 5:00 p.m. Working Hours are flexible

Location: 412 D Evans Street, Morehead City, NC

Contact: Stephanie McIntyre, Executive Director: stephanie@ncseafoodfestival.org

Summary: The Event Office Manager provides the NCSF with the ability to complement its staff with someone who has a combination of interests, education, skills and experience in administrative/office functions, the day-to-day operation of a nonprofit organization and relates well with the public, is able to handle multiple duties at one time and deal with different personalities of individuals.

Responsibilities:

Administrative: 1) General: Provide (as needed/directed) the executive director, staff, Board chair and Board executive committee, various Committees the administrative support required to meet the ongoing mission and vision of the NCSF.

2) Finance/Accounting: Keep accurate up-to-date financial/accounting records, (as required and when working with the Board of Directors, Treasurer and the NCSF contract accountant); will input data into Excel and/or QuickBooks, other related programs; keep accurate records, send thank you letters, create presentations/other materials as required for marketing use as requested. Create and Present and explain financial situations and relate financial status at every meeting. Assist and craft a budget for presentation and approval to the Directors. Handle daily account receivables and payables within a yearly budget. Balance storefront drawer and make deposits. Maintain Budget and petty cash. Prepare invoices and follow up on past dues. Maintain bi weekly employee paychecks. Compile income and expense information for non-profit groups. Prepare yearly TDA grant request and create reimbursement requirement post festival. Prepare bid RFQ's for various contracts for festival. Assist board members with budget preparations. Insure starting cash and credit card machines are available for all events. Train volunteers and board on handling cash and credit for events. Assist with set up and delivery of Festival and events income and expenditures. Work with Treasurer and volunteers to make sure all monies /income are accounted for and delivered before, during and after festival or event.

3) Manage Office and operation: answer phone, respond to emails, greet public, handle gift shop and on line sales, manage insurance premiums/claims, maintain office supplies par levels, observe, record and apprise staff of any problems which might affect the normal day-to-day operations of the Office and/or Storefront. Manage absences and board terms. Keep track of board members information and distribute along with Minutes and agendas for meetings. Manage voting via email as well as any communication with the directors.

4) Marketing: Create, with assistance from appropriate personnel, fund-raising, operations, etc., letters and other documents as directed; create, maintain and send as requested: NCSF offerings; e-blasts to registered guests via NCSF site; maintain/update/assist with various methods of communication for the NCSF e.g., board meetings etc. board meeting agenda; reply to emails, phone calls, etc., in a timely and courteous manner; create and/or update information on NCSF website, Update pictures, pricing, inventory through on line sales/Shopify

Office related:

1) Secure reservations, confirmations, etc. with hotels/condos accommodations for use by sponsors and other dignitaries. Assign rooms as directed by Executive Director.

2) Be responsible for and/or assist other staff/volunteers

3) Assist with volunteer management and training.

4) Assist organization/upkeep of shared spaces, cleaning of office and maintain inventory in Storage unit.

General:

1) Enthusiastically take on other assigned tasks as needed/assigned.

2) Contribute to and help execute plans to enhance the efficiency, scope and outreach of The North Carolina Seafood Festival

Qualifications/Experience: Required:

1) Demonstrated excellence with interpersonal communication skills.

2) Demonstrated excellence with organizational/office skills.

3) QuickBooks

4) Training with SAFFIRE to learn and master website (8 sessions virtually)

5) Training on Eventeny Software to learn Maps section for Placement of Vendors

6) Demonstrated: Working knowledge of Microsoft Office Suite (especially Word, PowerPoint, Excel); ability to type at least 40 wpm; proficiency in working on websites, social media, other electronic/digital media/platforms; ability to craft emails, letters, etc., using generally accepted manners of style, grammar, etc.

7) Demonstrated ability to meet deadlines, work well under pressure, multi-task as needed.

8) Ability to change direction with daily projects in a moment's notice.

9) Must be able to lift 25 pounds; be able to sit, stand, walk. Able to walk the festival/events footprint, and be on your feet for long periods of time

10) Willingness to submit to a pre-employment screening and background check which may include drug testing.

11) Must be able to provide proof of eligibility for employment in the United States; must have a driver's license from the state or territory you declare as a permanent address; must have clean driving record.

Preferred:

- 1) Adobe Suite/Illustrator
- 2) Constant Contact
- 3) Shopify
- 4) APPS: Canva or similar Graphic Design App/Video App such as Adobe Spark/Group Me

2) Demonstrated ability to be a team player; work (and play) well with others; be able to take direction; be comfortable working in a small team environment.

Education: (Minimum: graduation from high school or GED required); Have (or in process of obtaining) Associates/Bachelor's degree in accounting, administrative or business management, public relations, education or related fields; certifications in first-aid, CPR desirable, RASPS certification.