Title: Community Engagement Assistant

Reports to: Assistant Director of Projects and Community Engagement

Summary: The Metro Atlanta Host Committee (MAHC) has a unique opportunity for a Community Engagement Assistant to join our team to support the organization and operations of Super Bowl LIII. This position will assist with planning and execution of community engagement programming, including Business Connect, the supplier diversity program of the National Football League (NFL), in addition to charitable giving and social initiatives. This seasonal assistant position is available March 1, 2018, through February 28, 2019, with a typical workweek ranging between 24 to 40 hours at a pay rate of $12 per hour.

Essential Responsibilities

- Serve the NFL staff, MAHC team and the broader community at large with a positive and professional attitude while working to achieve all parties’ desired outcomes for a successful city-wide event of global importance.
- Assist the Community Engagement team in building relationships with key stakeholders in the business and nonprofit sectors through networking and outreach opportunities.
- Coordinate tracking and communication for community-related requests.
- Provide support for Community Engagement activations, workshops and events.
- Perform data management and analysis for community initiatives, particularly Business Connect, as it relates to participation, demographics, and effectiveness.
- Organize meetings for community engagement initiatives (i.e. room setup, food and beverage, audio visual equipment and parking).
- Assist in the development of the Business Connect Resource Guide, a publication produced by the Host Committee to help NFL representatives identify qualified businesses for contracting opportunities.
- Assist with other responsibilities as assigned.

Qualifications

- Related experience in sports or community engagement.
- Skills in general office administration, including document preparation and processing, records management, calendar management, and event planning.
- Ability to work well with others, take ownership, and thrive in a team environment.
- Passion for making a positive impact in the community and representing the city of Atlanta.
- Efficiency in prioritizing, multi-tasking, and organization.
- High attention to detail and accuracy.
- Familiarity with database management systems and basic data analysis.
- Trustworthy to handle sensitive information in a confidential and discrete manner.
- Ability to remain flexible and proactive as circumstances change.
- Excellent interpersonal communication and presentation skills.
- Availability outside of typical office hours, including occasional evenings, weekends, and holidays.