



Lumina Foundation Position Summary

Job Title: Convening Assistant

Department: Policy and Mobilization

Reports to: Strategy Director (Engagement)

FLSA Status: Non-exempt

Lumina Foundation is an independent, private foundation committed to increasing the proportion of Americans with high-quality degrees, certificates and other credentials to 60 percent by 2025. Lumina's outcomes-based approach is designed to help build an accessible, responsive and accountable higher education system while mobilizing the nation to achieve Goal 2025.

Purpose

The Convening Assistant provides planning, event management, fiscal and logistical support and assistance for all convenings. The position also provides top-quality service to guests and internal users of Lumina's Convenings Center.

Responsibilities

- Serve as the point-person for all correspondence and communication with convening attendees, which includes managing the convenings inbox.
- Assist in creating and managing invitations, registrations and subsequent changes in Cvent (Lumina's event management tool) to meet expectations of guests and staff.
- Prepare meeting materials to include meeting packets, name tags and handouts.
- Provide day-of-meeting support to ensure successful event execution.
- Review and process all convenings expense reimbursements.
- Manage Lumina's Convening Center and support set-up of in house convening space in advance of meetings as determined during pre-planning session.
- Maintain an attractive physical appearance of the Convening Center, coordinating with others on housekeeping, maintenance and repair issues.
- Provide input on the effectiveness of convening operations and make recommendations for improvements.
- Represent the Foundation in a professional manner in the local and national hospitality market.
- Establish and monitor timelines and deadlines to accomplish completion of projects.
- Responsible and accountable to the success and effectiveness of assigned projects and teams.

Education and Experience

- Associates degree in hospitality or hotel management or demonstrated competency in business or other related content area.
- At least 3 years' experience in a support role helping to plan and manage meetings/events. Other relevant experience may be considered.

Qualifications

- Strong interpersonal, customer relations and negotiation skills to interact effectively with staff, grantees, vendors and contractors.
- High degree of diplomacy, tact and professionalism, including excellent phone etiquette.
- Strong verbal and written communications skills including grammar, spelling, and writing capabilities.
- Strong organizational skills including attention to detail.
- Strong ability to remain flexible, multi-task, set priorities, triage work and meet deadlines.
- Ability to apply sound situational decision making and make on-the-spot decisions.
- Ability to maintain confidentiality and handle sensitive information.
- Ability to use technology effectively.
- Ability to be a contributing part of an organizational culture that embraces teamwork.

Work Environment and Physical Demands

- Work is performed in an office environment, mostly sedentary.
- Visual and auditory acuity for extensive use of various forms of technology.
- Sitting and standing for long periods of time.
- Lifting up to 30 pounds.
- Some overnight travel may be required.

This Position Summary is only a summary of the typical job functions, not an exhaustive list of all possible responsibilities, and may be subject to change at any time due to reasonable accommodation or other reasons.

Applicants should send to the e-mail address below a letter of interest and resume as attachments outlining experience relevant to the position and desired compensation.

Shelley Lloyd
Director of Human Resources and Administration
lfecareers@luminafoundation.org

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