JOB ANNOUNCEMENT

CRM Database and Web Student Assistant

Othering and Belonging Institute, UC Berkeley

Position Title: Administrative Assistant
Duration: Summer and Fall 2022
Expected Hours: 10-20 hours/week
Compensation Range: $19/hour

Othering and Belonging Institute brings together researchers, stakeholders, policymakers, and communicators to identify and challenge the barriers to an inclusive, just, and sustainable society and to create transformative change.

Brief Description of Role

Othering and Belonging Institute is seeking a student assistant to support the Institute’s Othering & Belonging Conference and co-directors for a hybrid conference planned for Fall 2022.

Responsibilities

- Manage attendee lists, create segmented email blasts and autoresponder emails, and build registration forms using EveryAction, our online database and marketing system (CRM)
- Make sure the conference website, built on Drupal, is accurate and up-to-date; upload and manage conference-related photos and videos
- Provide support to a variety of event planning and preparations tasks including vendor outreach, coordination, materials development, etc.
- Assist with speaker support
- Process and track staff travel and entertainment reimbursements
- Other duties as assigned

Qualifications

- Deep interest in the mission of the Othering & Belonging Institute and its work
- Ease working with online platforms including marketing databases and website content managers
- Excellent writing and copy-editing skills
• Extreme organizational skills and interest in applying them on the job
• Excellent task management skills
• Experience in organizing events
• Ability to multi-task and change directions quickly
• Clear and honest communication
• Dependability
• The ability to work independently

To Apply

Please email your resume and a statement of interest (no more than one page) that includes the number of hours you can commit to during the Summer and Fall semester to marcabizeid@berkeley.edu.

Subject line should read: Application – O&B Conference Student Assistant

Applications accepted until filled.