



THE ASPEN INSTITUTE
NEW ZEALAND

Programme Co-ordinator

Do you want to be part of a dynamic team setting up an international, not-for-profit here in Queenstown? Are you energetic, experienced in logistics and delivering high quality events, and relish big challenges?

About Us:

The Aspen Institute New Zealand (Aspen NZ), is a non-partisan, not-for-profit organisation based in Queenstown. Our mission is to convene discussion between a diverse range of individuals with the purpose of finding common ground to frame, and then solve, the issues that matter to New Zealanders and the world. For more information visit: www.aspeninstitute.org.nz.

Aspen NZ is the 11th partner of **The Aspen Institute International Network**, operating in 14 countries around the world. **The Aspen Institute** is an educational and policy studies organisation based in Washington, DC and its mission is to foster leadership based on enduring values and to provide a non-partisan venue for dealing with critical issues. The network is dedicated to promoting dialogue on the values and ideas that inspire people, communities, and institutions. Each partner is independently financed and operated, with their own staff operating on the ground in their countries. For more information visit: www.aspeninstitute.org.

Position:

This position will provide support for operations and delivery of programmes, which include Topic Forums, Leadership Seminars and larger Public Events. It is based in Queenstown, initially part-time, 3 days per week. Longer hours, including during weekends, will be required, particularly from mid-January to May when many events are held. There will also be some domestic travel for shorter events held around the country.

Responsibilities:

Administrative

Assist Chief Executive and Programme Manager (to be appointed) with:

- Day to day administrative needs for operations, including logistics and communications.
- Processing accounts, preparing invoices and financial reports.
- Managing files, databases and support of website and social media.
- Drafting correspondence for enquiries.
- Phone, email and other communications support.



Programmes/Events

Support the team with the preparation, development and delivery of programmes/events including:

- Researching topics, experts, speakers/moderators and journalists, along with making contact.
- Assisting with design, content and scheduling.
- Drafting, delivery and follow up of invitations.
- Overseeing event registration and follow up processes.
- Assisting with and confirming travel and other logistics for participants.
- Supporting varying aspects of logistics behind the scenes and on site during the event.
- Assisting with marketing, web content, and printed materials.

Knowledge, Education and Experience:

Qualified candidates should have the following:

- B.A. or equivalent degree required.
- 4-5 years of relevant work experience.
- Exceptional organisational and logistic skills and strong attention to detail.
- Excellent written and oral communications skills.
- Event organisation, administrative and customer service experience.
- Robust ability to work under pressure and work long hours during events, including weekends and travel domestically from time to time.
- Demonstration of an interest international affairs.
- Desirable:
 - Ability to speak other languages.
 - Proficiency in Microsoft Office Suite, Google Suite and HubSpot.

Level of Authority:

- Non-supervisory position
- No budget authority

To Apply:

Please email a **letter of motivation** (about 500 words) with an attached **CV** (maximum two pages) to info@aspeninstitute.org.nz addressed to Christine Maiden Sharp, by **Friday November 29, 2019**. The Institute will consider all complete applications and invite a selection of candidates for interview