



Los Angeles

JOB DESCRIPTION

Position Title	Programs Manager	Date Needed	ASAP
FLSA Status	Exempt / Full Time	Date Filled	
Reports To	Executive Director; Deputy Director	Location	Los Angeles, CA

About AIA Los Angeles

The American Institute of Architects (AIA) Los Angeles is among the top 5 Chapters of the AIA and has a local membership base of over 4,500. AIA is a 501c6 not-for-profit association that serves as the voice of the architecture practice and related fields in Los Angeles. AIA Los Angeles is also home of Architecture for Communities Los Angeles (ACLA) a 501c3 dedicated to K-16 and community education.

We believe in the power of architecture to influence the well-being of Angelenos and our region. We are here to serve our members, architects, and the field they practice through advocacy, the fostering of design excellence and professional development.

AIALA recruits, employs, trains, compensates and promotes regardless of race, religion, color, national origin, sex, sexual orientation, disability, age, veteran status, and other protected status as required by applicable law. At AIALA and ACLA, we have a clear vision: to be the place where a diverse mix of talented people want to come, to stay and do their best work.

POSITION SUMMARY

The **Programs Manager** is responsible for managing the logistics of and delivering successful events that advance knowledge-sharing for local professionals in the AEC related fields. The Programs Manager is charged with working with Committees and our Public Affairs/Government Relations leaders to establish a stronger bond with AIALA's and ACLA's target audiences and to increase our visibility in the local market.

As a member of the AIA Los Angeles Staff, the work of the Programs Manager advances the recognition of the Los Angeles Chapter ("AIALA"), the Architecture for Communities Los Angeles (ACLA) and their Brand.

The ideal candidate will possess a positive "can-do" attitude, experience managing a high volume of programming, a keen interest in architecture and design fields of practice, a

desire to support member knowledge-sharing through provision of program logistics, and the broad range of skill-sets described herein.

WORK ENVIRONMENT:

The work environments described herein are representative of those an employee encounters while performing the essential functions of this job. Noise level in the office is moderate to loud. Currently this position is hybrid. AIALA is in construction phase to move into its local headquarters in Spring 2023 where most events will take place. Until that time, our office is virtual with both virtual and in person programming taking place throughout the region. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

QUALIFICATIONS:

To perform the role of **Programs Manager** successfully, an individual must be able to perform each of the Essential Duties listed satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION/EXPERIENCE:

- Two or four year college degree required.
- Two to four years of related work experience is required.
- Strong work ethic supported by a pleasant and positive attitude of “can-do” success.
- Good working knowledge of Mac OS, Microsoft Office and Google Suite.
- Must possess own vehicle, maintain a valid driver’s license and a good driving record.
- Experience with a variety of virtual event platforms is preferred.
- Familiarity with WordPress is a plus.
- Knowledge of Submittable preferred; ability to learn this platform which supports AIALA with Award programs submissions.

LANGUAGE ABILITY:

Ability to effectively communicate with staff, executive management and the Board of Directors in fluent oral and written English.

ESSENTIAL DUTIES

- Supports AIALA and ACLA Committees in producing Awards, Conferences, and Events that advance the Chapter mission, vision, and goals.
- Coordinates all aspects of event planning processes for AIALA and ACLA events as assigned, including collaboration with subcontractors, venue identification, menu development, printing and support of the design of materials, budget tracking and communication of the event.

- Collaborates with various internal colleague departments as well as local community groups.
- Creates summary reports of each event outlining how data gathered from current events can be used to develop successful future events.
- Creates sales and registrations form(s) for AIALA and ACLA events.
- Posts all events on web site.
- Posts all events on our online calendar.
- Works with the Executive Director, the Deputy Director and the AIALA and ACLA Board of Directors to plan and execute Awards, Conferences, and Events, and to develop of strategies based on the organizations needs.
- Assists in managing all logistics and arrangements for annual AIA|LA Design Awards Ceremony and Party to include, but not limited to the location selection, contract management, insurance, Audio/Visual technical support, décor, entertainment, catering, event promotion, production of visual program and overall flow of the event.
- Supports communications and management of the production of AIALA and ACLA press releases, newsletter, email blasts, website updates, online calendar, and all graphics/print communications.
- Identifies potential event opportunities at the local level and creates campaigns to capitalize on those opportunities.
- Attends community functions to network and identify potential opportunities.
- Provides social media support, as assigned.
- Provides support for office administration as needed.
- Acts as liaison to AIALA committees, as assigned.
- Suggests potential events and makes preliminary contacts.
- Develops partnership opportunities with like-minded organizations.
- Assists in managing relations and delivering event-related benefits to sponsors; researches/approaches potential new sponsors.
- Works with AIALA and ACLA staff to administer annual plan/objectives/goals.
- Works with Executive Director and Deputy Director in the assignment and overseeing of resources for staff projects.
- Support of ACLA's events and programs as required.
- Is highly mindful of of the goal of AIALA events to net a profit or break-even through ticket sales, sponsorship that supports Chapter Operations.

The Programs Manager is expected to exercise discretion and independent judgment with respect to matters of significance and is given authority to:

- Compare and evaluate possible courses of conduct;
- Take action or make a decision after various possibilities have been considered.

The Programs Manager, *in conjunction with Executive Director, Deputy Director, and Marketing and Communications Manager*, has the authority to make an independent choice such as:

- To formulate, affect, interpret or implement management policies or operating practices
- To carry out major assignments in conducting the operations of AIALA and ACLA;

- To perform work that affects business operations to a substantial degree;
- To commit AIALA in matters that have significant financial impact; suggests for approval from Executive Director reasonable event production expenditures;
- To waive or deviate from established policies and procedures;
- To train AIALA employees as needed;
- To respond directly to membership needs.

NON-ESSENTIAL DUTIES

The **Programs Manager** will maintain high ethical standards in the work place at all times. Any irregular issues and/or problems will be promptly reported to the Executive Director for solutions. Complies with and maintains confidentiality of AIALA's policies and procedures.

COMPETENCIES AND SKILLS REQUIREMENTS

- Excellent event program management skills; ability to coordinate logistics of Conferences, Awards and Events;
- Well-spoken strong communicator;
- Self-motivated;
- Collaborative;
- Friendly, out-going disposition;
- Aptitude for learning new technologies and processes pertinent to the role;
- High hospitality quotient;
- Exceptional time management skills;
- Strong organizational skills;
- Detail-oriented;
- Effective written and verbal communication skills: effectively analyzes information, speaks clearly and persuasively in positive or negative situations, listens and gets clarification, responds well to questions;
- Persuasive contract negotiation skills;
- Interpersonal skills: works well with AIALA and ACLA staff, Members, Board of Directors and external partners and sponsors;
- Maintains confidentiality;
- Listens to others without interrupting;
- Flexibility: responds to changing priorities and competing needs with optimism and win-win solutions;
- Networking ability: reaches out to form key relationships and partnerships for AIALA and ACLA;
- Analytical: uses intuition, experience, and data to inform daily practice;
- Problem Solving: identifies and resolves problems in a timely manner; gathers and analyzes information skillfully;
- Team player: works well with others; promotes teamwork and team spirit;
- Presents informational and numerical data effectively;
- Organizational Support: follows policies and procedures; completes tasks correctly and on time; supports AIALA and ACLA's goals and values;

- Adaptability: changes approach or method to best fit the situation; ability to deal with frequent change, delays, or unexpected events;
- Attendance/Punctuality: is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time;
- Initiative: volunteers readily; undertakes self-development activities; seeks increased responsibilities; takes independent actions and calculated risks; looks for and takes advantage of opportunities; asks for and offers help when needed;
- Judgment: exhibits sound and accurate judgment; displays willingness to make decisions. supports and explains reasoning for decisions;
- Planning/Organizing: prioritizes and plans work activities; uses time efficiently;
- Professionalism: approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.
- Quality: demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.
- Quantity: meets productivity standards; completes work in a timely manner; strives to increase productivity; works quickly.
- Safety and Security: observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.

PHYSICAL DEMANDS:

The physical demands described herein are representative of those required for an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; reach with hands and arms and stoop, kneel, crouch, or crawl and listen. Specific vision abilities required by this job include ability to focus on computer screen for extended periods of time.

Essential Weight Lifting/Force Exertion Requirements:

Less than 1/3 of time:	Up to 100 pounds with a lifting aid
1/3 to 2/3 of time:	Up to 50 pounds with a lifting aid
More than 2/3 of time:	Up to 10 pounds

ENTIRE AGREEMENT:

The above job description identifies the essential job functions and skills needed by the person assigned to this position. These job functions and skills are not intended to be a complete and exhaustive list of all responsibilities, duties and skills required. The information contained herein is subject to change at AIALA's discretion.