

## *GSRA Needs Applicants for:*

### **EVENT PLANNER/SPONSOR RECRUITER**

GSRA announces a position opening for an Event Planner/Sponsor Recruiter for part-time work to support the GSRA Board. All persons interested in applying should send a resume to: GSRA, Inc., PO 108, Bethlehem, GA 30620. Alternatively, the resume may be sent by email to: [membership@mygsra.com](mailto:membership@mygsra.com).

The position is exciting and ideal for an individual who likes to work 10-20 hours per week from the person's home and travel to various locations throughout the State of Georgia, takes responsibility for "getting the job done", enjoys working with many different personalities, enjoys working proficiently with Microsoft Word and Excel, enjoys interacting with sister organizations and individuals, and can work proficiently with the GSRA membership, sponsors, agencies, and organizations to expand the GSRA brand and to achieve GSRA goals and objectives.

A sample of the specific tasks are: In conjunction with the GSRA Board, (1) Lead, plan and implement GSRA Annual Meeting activities in the late summer or fall of each year, (2) Lead plan and implement all GSRA Legislative Day and Reception at the Capitol each year in January or February, (3) Recruit new sponsors, annual partners, sister organizations, and new GSRA members to further GSRA goals and objectives, (4) Attend annual association and organization conferences representing GSRA to recruit new members, sponsors and annual partners to further GSRA goals and objectives, (5) Report Activities to the GSRA Board monthly and seek input and direction for further activities, (6) Work closely with the GSRA Administrative Assistant to insure that all new members, sponsors, annual partners and sister organizations are recorded and the GSRA databases are updated as appropriate.

**Requirements:** Experience as an event planner having planned at least two events, having the ability to explain their role played in the planning of the event or education in marketing with experience in event planning. Experience demonstrated in marketing and development of sponsors to fund events.

**Desirable:** Knowledge of GSRA's mission, goals, and objectives, and how the association operates. GSRA membership desirable but not required.

**Salary:** Negotiable and based on background and experience. May include commission for sponsors and exhibitors.

**Deadline for Submission of Applications: July 31, 2019**