

Communications Associate

MZA Events

MZA Events is currently accepting applications for the position of **Communications Associate**.

AIDS Walk San Francisco, AIDS Walk Los Angeles, AIDS Walk New York, AIDS Walk Fort Lauderdale and other events supporting progressive non-profits are all managed and produced by MZA Events. MZA Events is **an event production, campaign management and grassroots fundraising firm. Our mission is to affect positive social change by providing the public with avenues for meaningful action in a cost-efficient manner.**

The largest MZA campaigns, the AIDS Walks in Los Angeles, New York and San Francisco, were created and founded by MZA Events CEO Craig Miller. Millions of dollars are raised every year to aid our clients in their fight against HIV/AIDS. Additionally, in 2005 MZA produced many other events including a major logistical component of the 2005 ING New York City Marathon.

For more information, please visit the following websites:

<http://www.aidswalk.net/>
<http://www.mzaevents.com>

This position is based in Los Angeles and is a full time permanent position.

Position: **Communications Associate**

Reports To: Public Relations and Communications Director

Status: Exempt

Communications Associate

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Position: L.A.-based national event planning company seeks Communications Associate with at least 2 years experience.

The position will be responsible for assisting in all aspects of Public Relations and Communications that effectively describes and promotes the AIDS Walks, MZA Events, and other events as needed.

Responsibilities include the following:

- Assist PR and Communications Director in the development of event-specific and MZA Events communication plans, creating project budgets and timelines.
- Maintain and update media database.
- Coordinate and write of press releases, newsletters, fact sheets, public service announcements, magazine articles and feature stories.
- Coordinate the review and approval process of all print and electronic communications, working closely with internal staff, freelance copy editors and designers to manage timelines as well as consistency of message and design.
- Work with outside agencies, including corporate sponsors, designers and printers, videographers and photographers, to promote events, clients and participating celebrities.
- Coordinate content on event Web sites and MZA Events web site and work with IS department to manage implementation.
- Oversee maintenance of media archives.
- Produce promotional videos as needed.
- Work with Event Directors to secure outdoor advertising, which may include billboards, bus shelters, street banners, aerial advertising and signage on bus and taxis.
- Support Event Directors and Sponsorship department to secure in-kind or discounted print, radio and TV advertising.
- In addition to supporting individual events, this position will support MZA's New Business Department and any special research projects directed by the President or C.O.O.
- Other projects as assigned.

Qualifications:

Qualified candidates must have minimum of two years experience, more preferred, in communications and public relations as well as management and supervising experience. Effective writing, communications, project management, research, and public relations knowledge are required. Ability to work independently, think logically and manage time effectively in a fast paced work environment. Proficiency in MS Office (including Word, Excel, PowerPoint, and Publisher) and Photoshop required. Familiarity with LA, NY, SF, and Ft. Lauderdale Markets a plus. Copy editing experience preferred.

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Position open until filled.

Hours: Monday-Friday, 9AM-6PM.
Occasional evenings and weekends.

Salary range: \$35,000- \$45,000 annually. DOE

Dress: Business Casual.

Travel: There will be some travel required, up to 4 to 6 trips per year.

Health Benefits and 401K after 6 months.

To apply:

E-mail a cover letter, resume and references, attached as MS Word documents to Lyz Luke at lyzl@mzainc.com. Be sure to put **Communications Associates** in the subject line.

Due to the high volume of responses applications not following these guidelines will not be considered for the position

MZA Events is an equal opportunity employer committed to workplace diversity. All qualified applicants will receive consideration for employment without regard to ethnic group identification, race, religion, ancestry, creed, color, sex, marital status, national origin, age, sexual orientation, medical condition, or physical handicap.