

Events Associate (6299U), Center for Effective Global
Action - 81561
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=263325>

Downloaded On: Oct. 2, 2025 2:44pm

Posted Oct. 2, 2025, set to expire Jun. 30, 2026

| | |
|-----------------------------|---|
| Job Title | Events Associate (6299U), Center for Effective Global Action - 81561 |
| Department | Center for Effective Global Action |
| Institution | University of California, Berkeley Berkeley, California |
| Date Posted | Oct. 2, 2025 |
| Application Deadline | Open until filled |
| Position Start Date | Available immediately |
| Job Categories | Classified Staff |
| Academic Field(s) | Communications/Public Relations Administrative Support/Services |
| Apply Online Here | https://apptrkr.com/6613469 |

Apply By Email

Job Description

Image not found or type unknown



Events Associate (6299U), Center for Effective Global Action - 81561

About Berkeley

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public

Events Associate (6299U), Center for Effective Global
Action - 81561
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=263325>

Downloaded On: Oct. 2, 2025 2:44pm

Posted Oct. 2, 2025, set to expire Jun. 30, 2026

mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). Our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

Departmental Overview

The Center for Effective Global Action (CEGA) is a hub for research, training and innovation headquartered at the University of California, Berkeley. We generate insights that leaders can use to improve policies, programs, and people's lives. Our academic network includes more than 180 faculty, 85 scholars from low- and middle-income countries, and hundreds of graduate students - from diverse academic disciplines around the world - that produce rigorous evidence about what works to expand education, health, and economic opportunities for people living in poverty.

Position Summary

CEGA seeks a professional, self-directed, and proactive Events Associate who can confidently manage logistics and communications for local, international, and virtual convenings. As Events Associate, you will be the Center's primary resource and point person for event planning, contracting, on-site coordination and staffing, and more. You will help develop and streamline internal processes related to events. Your contributions will amplify CEGA's work and deepen relationships with researchers, policymakers and key stakeholders.

Application Review Date

The First Review Date for this job is: 10/14/2025.

Responsibilities

Events Associate (6299U), Center for Effective Global
Action - 81561
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=263325>

Downloaded On: Oct. 2, 2025 2:44pm

Posted Oct. 2, 2025, set to expire Jun. 30, 2026

Events Management (70%): The Associate will lead logistical support for all CEGA events-domestic, international, and virtual. Tasks will include but are not limited to:

- Identify and coordinate event venues, catering, and other vendor activities, including vendor registration, coordination, and payment.
- Book all speaker and participant travel, liaising with speakers and guests as needed.
- Advise colleagues on the design and management of timelines, budgets, print materials, volunteers, and communication strategies, with input from key stakeholders.
- Support communications and outreach strategies, establish and maintain event webpages, lead on event promotion and registration, and manage social media coverage.
- Process reimbursements related to travel and procurement of event-related materials.
- Take responsibility for other post-event administrative activities, including process documentation, post-event debriefs and write-ups, and reporting on key performance indicators (KPIs).

Content Development & Management (10%): Support the Communications and Events Manager to manage owned channels, including but not limited to:

- Draft social media posts, with oversight and review from Comms Manager.
- Manage CEGA's Working Paper Series, including soliciting and posting new content from staff and faculty affiliates.
- Assist in the development, design, and dissemination of multimedia and print collateral related to events and otherwise.

Monitoring and Engagement (10%): Help elevate CEGA's profile and track performance metrics to measure reach.

- Identify key narratives in the global development community and suggest how CEGA can engage with external events and other opportunities.
- Develop new Key Performance Indicators (KPIs) for Communications and Events and monitor web and digital media analytics, report metrics, and trends to track progress and better understand user groups.

Center-wide Activities and Special Projects (10%): Contribute to organizational effectiveness, knowledge management, development activities, and other duties as assigned in support of CEGA.

- Actively participate in Center-wide activities, including weekly staff meetings, annual staff retreat, maintenance of standard operating procedures, internal working groups, staff recruitment and onboarding, performance management, and core other activities.

Events Associate (6299U), Center for Effective Global
Action - 81561
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=263325>

Downloaded On: Oct. 2, 2025 2:44pm

Posted Oct. 2, 2025, set to expire Jun. 30, 2026

- Allocate time on a monthly basis to pursue professional development goals.

Required Qualifications

- At least one year of relevant work experience related to event planning and management, including organizing and implementing complex logistical components of high-stakes, high-visibility events.
- Well-organized, strong administrative skills, outstanding attention to detail, and ability to multitask to meet deadlines.
- Self-directed, intrinsically motivated; proven capacity to manage work independently.
- Strong skills in short- and long-term planning, analysis, problem-anticipation and -solving, and customer service.
- Ability to independently investigate solutions to administrative challenges and anticipate leadership and partner needs.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Skilled written and verbal communicator who displays tact and political acumen to effectively represent CEGA and the UC Berkeley campus.
- Experience tailoring events and communications to distinct audiences; strategic thinker.
- Demonstrated professionalism and discretion, and exhibits good judgment when sharing information.
- Comfortable and adept at working in a diverse, inclusive, and multicultural work environment.
- Positive can-do attitude, a sense of humor, and demonstrated ability to work diplomatically, proactively, and with integrity across a variety of constituencies.
- Ability to remain flexible, adapt to change, and stay cool under pressure.
- Strong competency with Eventbrite, Google Suite, Zoom, WordPress, and other digital applications (e.g. MailChimp, Salesforce, etc.), in addition to AV experience for in-person events.
- Strong design and data visualization skills and competency in Adobe Creative Suites.
- Experience using Google Analytics to analyze metrics and generate insights.
- Subject-matter expertise in and follower of events in the San Francisco Bay Area, United States, and Internationally related to CEGA's work and global development broadly.
- Knowledge of a variety of administrative operations, such as budget creation, calendars and scheduling, workflow management.
- Experience with and/or can quickly learn UC Berkeley/public entity policies, procedures, processes related to human resources, procurement, vendoring, and reimbursements/payments.

Events Associate (6299U), Center for Effective Global
Action - 81561
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=263325>

Downloaded On: Oct. 2, 2025 2:44pm

Posted Oct. 2, 2025, set to expire Jun. 30, 2026

Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted annual salary range that the University reasonably expects to pay for this position is \$74,700.00 - \$85,205.00.

- This is an exempt monthly-paid position.

How to Apply

- To apply, please submit your resume and cover letter.
- You will also need to submit three academic and/or professional references.

Other Information

- This is not a visa opportunity.

SB 791 and AB 810 Misconduct Disclosure Requirement: As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous

Events Associate (6299U), Center for Effective Global
Action - 81561
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=263325>

Downloaded On: Oct. 2, 2025 2:44pm

Posted Oct. 2, 2025, set to expire Jun. 30, 2026

place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

Equal Employment Opportunity

The University of California is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.

To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_S

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

University of California, Berkeley

,

Events Associate (6299U), Center for Effective Global
Action - 81561
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=263325>

Downloaded On: Oct. 2, 2025 2:44pm

Posted Oct. 2, 2025, set to expire Jun. 30, 2026