**Associate – Comics4Kids, INC.**

Comics4Kids, Inc. is seeking a new employee to join their program.  In this role, the individual will be exposed to various functions and departments within the organization. All rotations will take place within the business operations segments of the company, with potential assignments including but not limited to; Client Services, Operations, Reading Academy, Marketing, Event Services, Human Resources and Fan Services & Entertainment.

**Possible Responsibilities:**

         Assist with the development and presentation of proposals to potential sponsors.

         Research and develop lists of best practices from philanthropic and entertainment entities.

         Answer inbound customer service phone calls for Comics4Kids, Inc. events

         Assist in executing department-specific and organization-wide projects including conventions

         Work with sponsors, donors, and recipients to provide a high level of customer service.

         Greet special guests at Events, assist in the execution and direction any applicable ceremonies.

         Assist with sponsorship development program.

         Support existing team with planning, development, execution and wrap-up of Events.

         Develop sponsor/donor leads through cold calling, networking events, and referrals

         Assist in fulfilling premium events and servicing premium groups when needed.

         Assist with coordination of meetings and ad hoc projects as assigned.

         Represent Comics4Kids, Inc. in a positive and professional manner at all time

**Skills:**

1. Must have rudimentary communication and interpersonal skills
2. Ability to work in a team-oriented environment that is variable paced and demanding
3. Must be self-directed, have excellent initiative, strong organizational skills, and upbeat
4. Ability to maintain and build relationships
5. Must have strong work ethic
6. Must have rudimentary knowledge of Microsoft Excel, PowerPoint, Word and Outlook

**Minimum Requirements:**

         Clear Washington State, DSHS, and NCIS Criminal Background check

        Must have approximately 2 years of experience working in an office setting.  Internship ok

* Must have Food Handlers, Beverage server’s, Enforcement Officer license(s) as applicable.

        Must have deep interest in the comic book industry, and be passionate maximizing fan interaction

**Logistics:**

        This is a **Paid / Volunteer** assignment, for the duration of approximately **\_\_\_\_\_\_ Days/Months**, with

Possible opportunity for permanent position at the Executive Board’s discretion if available.

         Hours worked must level at **8**/**16**/**40** each week with pay to be discussed and bound in person

         Individuals must be 18 years or older to apply.

 

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