

Pacific Summit Resources, LLC
Temporary Contract Position: *CEO Summit Sponsor Advocate*

This contract is targeted to begin in mid-July, 2013 and end on October 11, 2013. The Sponsor Advocate will have the opportunity to travel to Bali, Indonesia, to support US Sponsors of the [APEC CEO Summit](#), which takes place during the Asia-Pacific Economic Cooperation Leaders Week. Tentative dates for this trip are October 3-8, 2013. The temporary employee will be compensated \$15/hour plus overtime.

Company Overview

Pacific Summit Resources, LLC (PSR) is a wholly-owned LLC of the [National Center for APEC \(NCAPEC\)](#) which provides organizers of executive-level business summit events with a wide range of consulting services including program development, sponsor recruitment, and logistical support.

Job Description:

The APEC CEO Summit brings together global government leaders from APEC's 21 economies, together with C-Suite executives from Fortune 500 companies. During the three days of the CEO Summit (October 5-7) Summit Delegates will have unique opportunities for networking and dialogue on trade and economic issues affecting APEC's public and private sectors.

PSR represents and advocates on behalf of the Platinum and Gold US Sponsors of the APEC CEO Summit through regular communication with the Indonesian Host Committee. The Sponsor Advocate will report to and work closely with the Director of Sponsor Services to ensure that Sponsors receive accurate and timely information in regards to all logistical details of the event. In addition, Sponsor Advocate will communicate regularly with each Sponsor's representative to help ensure information needed for private events, accommodations, transportation, branding deliverables, attendee details, etc. is collected and communicated to the Host Committee.

Job Duties:

- Work with Director of Sponsor Services to create informational documentation for Sponsors including briefing book, hotel event space options, and marketing/branding opportunities.
- Track and follow-up on deliverables/deadlines in regards to promotional and branding opportunities.
- Assist Sponsors with logistical arrangements including lodging, transportation, and badge collection.
- Communicate registration instructions/assist with registration as needed; follow-up on registration completion.
- Update master spreadsheets for each Sponsor delegation which will include all pertinent information: participant data, hotel, vehicle(s), arrival/departure, private aircraft, etc.
- Manage and edit master list of US Delegates.
- Assist in-house event planner as needed on Sponsor side-events and/or Leader Dinners.
- Assist with travel arrangements and completing reimbursement forms for PSR's Summit team.
- General administrative support.

Required Skills:

- Excellent written and verbal communication skills.
- Ability to interact with senior executives and CEO's of Fortune 500 companies in a confident, articulate and professional manner.
- Proficient with Excel and Word (formatting, editing, sorting, layout & design)

Desired Experience:

- Previous experience in an office setting, preferably in an administrative capacity.
- College degree or equivalent experience.
- Understanding of, and interest in, foreign cultures.
- Available to travel to Indonesia October 3-8, 2013.
- Willing to work long hours in a potentially stressful situation during the Summit.

To Apply:

Please submit a cover letter, resume and three references with phone numbers by **July 3** to Marilou Christiansen, mchristiansen@ncapec.org. NOTE: Only materials delivered by e-mail will be accepted. No telephone calls or personal office visits, please.

Based on the Immigration Reform and Control Act of 1986, applicants who are selected for employment will be required to verify authorization to work in the United States.