



J4G Atlanta Ambassador

Just 4 GirlFriends' ("J4G") was founded in 2017 on the idea that women are often so busy taking care of everything and everyone that we often forget to take care of ourselves- that's where J4G comes in. J4G's mission is to create an environment for all women to embrace self-care and self-preservation by providing engaging experiences that rejuvenate the mind and soul. J4G's mission is fulfilled by operating on three pillars of membership engagement - (1) Fun UNIQUE events that provide personal growth and self-care while creating a safe environment for women to bond personally and professionally; (2) vetted shared resources, networks and collaboration from J4G and between members; and (3) a mighty sisterhood of amazing women from across the country. J4G is now expanding to Atlanta and is seeking a highly enthusiastic, dynamic, creative, people oriented individual to grow J4G Atlanta membership and manage all J4G Atlanta events.

At J4G, we believe in superb membership engagement and perfectly planned and delightfully detailed unique events that fulfill our mission of providing fun, self-care and friendship to our members. We're searching for an experienced Ambassador to grow membership and manage events from concept through completion, helping maintain our reputation for memorable events. The ideal candidate is dynamic, passionate, creative, detail-oriented, people-oriented and dedicated to providing superb client service at every turn. This role demands an expert in all aspects of event planning (including cost containment, venue scouting, logistics, etc.) and membership engagement/growth (including recruitment, engagement and retention). The best candidate is an ambassador who can manage the details and use big-picture thinking to ensure membership growth and truly unique experiences.

Objectives of this role

- Recruit, engage and retain J4G Membership in Atlanta.
- Manage all aspects of event planning, meet strict deadlines, and stay within budget.
- Nurture and build relationships with members, vendors, venues, and other industry contacts while crafting and implementing the creative and logistical aspects of all J4G Atlanta events.
- Comply with legal, insurance, health, and safety regulations at all times.

Responsibilities

- Recruit, engage and retain J4G members in the Atlanta area.
- Serve as liaison between J4G Atlanta members and J4G CEO and Board of Directors.
- Plan and facilitate logistics for all J4G Atlanta events (as approved by J4G Board of Directors), including contract negotiations, guest lists, venue preparation, presentation materials, security, catering, entertainment, transportation, equipment, decor, and marketing materials.
- Oversee client experiences from conception through post-event review; manage on-site preparations, production, and event breakdown; and ensure consistent, high-level service throughout all phases.
- Build and maintain a comprehensive database of industry contacts, vendors, and venues.
- Troubleshoot any issues that arise on event day.

If interested, please send resume to Angelique David at Angelique@just4girlfriends.com.