

POSITION TITLE: Event Assistant

LR 3/2/23

SALARY LEVEL: Contract Rate

FLSA STATUS: Contractual

REPORTS TO: Development Director

HOURS: Days/hours vary dependent on department need. Some evening, weekend work required.

BENEFITS: None

SUMMARY

The Event Assistant provides support to the Marketing & Events Coordinator in the planning and executing a large fundraising event such as the Annual Pumpkin Ball.

PRINCIPAL ACCOUNTABILITIES:

All are responsible for imparting our core values of passion, excellence, humility and relational in all job duties to further our mission and vision. Specific responsibilities for this position are:

- To procure auction and Fairy Tale Tote items.
- Follow up on auction items, contacting supporters, picking up items, arranging delivery of items, and other tasks as assigned.
- Assist development team during event including set up and tear down.
- Recruit and train volunteers prior to the event, manage the volunteers during the event and collaborating with others as needed.
- Assist Development Team and any committee members with Social Media content creation and scheduling of posts.
- Data entry in event platform of auction items, action photos, bidder information, sponsors, and guest/table information.
- Track table registration and sponsor ad submissions.
- Pick-up and transport of items to and from supporters, Vanessa Behan, and the event venue.
- After event tasks such as receipting, supporter follow-up on outstanding payments/items, generating event reports etc.
- Attend event committee meetings as required.
- Perform administrative tasks needed to support Development team.
- Familiar with and adherence to all established policies and procedures.
- Other duties as assigned by supervisor

PHYSICAL REQUIREMENTS:

These requirements are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable an individual with disabilities to perform the essential functions.

- Regularly standing, lifting, walking, sitting, listening, talking, and using hands and fingers.
- Occasionally climbing or balancing, stooping, kneeling, crouching, crawling, and reaching with hands and arms.
- Ability to lift up to 30 pounds minimum.
- Specific vision requirements include close vision and the ability to adjust focus.
- Ability to hear, understand and distinguish speech and/or other sounds in person and on the telephone.

WORK ENVIRONMENT:

When work is completed on-site, it is generally performed in a child center environment where there is exposure to children ages birth to age 12 and clients of varying socio-economic and health conditions.

- Noise: quiet, occasional moderate

Revised: (finalized revision date)

Next Revision: (one year)

Vanessa Behan
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- Climate control: primarily in an office.
- Exposure: occasional outside events or activities.
- Chemicals/Bloodborne Pathogens (BBP): minimum risk to chemicals and bloodborne pathogens.

TRAVEL:

Local travel required but no overnight travel expected.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES:

Must be compassionate, non-judgmental and have a passion for helping families.

Skilled in organizing, prioritizing and scheduling work assignments for self and co-workers.

Ability to work well individually and as a team member.

Must work well under pressure, time constraints and have ability to meet multiple needs simultaneously.

Skilled at maintaining strict confidentiality

Skilled at tracking status of various event items

Excellent oral and written communication skills

Proficient in Microsoft office required or preferred.

Ability to learn new applications such as event platform, HRIS, etc.

MINIMUM REQUIREMENTS:

High school diploma or high school or equivalency course of study (GED/HSEC)

Previous administrative experience

Some experience in the organization of fundraiser events is desired but not required

Successful completion of Washington State and National background check prior to hire.

Meet all current vaccination requirements.

Please note this job profile is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signature below indicates understanding of the requirements, essential functions and duties of the position.

Signature _____ Date _____