



## EVENT ASSISTANT DESCRIPTION

Keep Coyote Creek Beautiful is a community organization with the vision of a healthy Coyote Creek with clean waters, abundant wildlife, and natural beauty that everyone can enjoy. As part of our efforts to showcase the creek and its environs, we hold multiple events a month including Creek Cleanups, BioBlitz Events and Nature Walks to name a few.

### Position Summary

This position is virtual and onsite. The role requires that the Event Assistant prepare, provide onsite event services, and event follow up. The Event Assistant reports to the Executive Director, but also works under the direction of various members of the event committee, staff or other volunteers, who will provide task-specific training.

### Responsibilities

Event Assistant supports the pre-event activities, event on-site activities, and post-event requirements. These include:

- Developing an event with the Program Director and create a planning document and schedule
- Creating listings for each event on Eventbrite and other sites as appropriate
- Conducting primary promotion for the event
- Providing all support leading up to, during, and following the event, such as communicating with interested people and organizations, ensuring sign in lists are accurate, and entering drop in attendees into the databases.
- Assemble packets for event team leaders (tour, cleanups, other events) as needed

To host and create awareness of our events, we use the following tools, of which training will be provided:

- Eventbrite to manage registrations
- VolunteerMatch, Mailchimp, and Facebook to advertise
- Google Apps to create and manage events
- Social media tools (Facebook, Instagram, and Twitter)

Much of the work can be conducted electronically with weekly meetings with the supervisor (mainly via conference call and shared documents). However, at events (e.g., check-in, participation, presenting) the role will be assisting our volunteers and joining in setup and takedown. Additional administrative duties may be requested. Expenses will be reimbursed, such as printing or purchasing materials for work-related events.

## **Time Commitment**

The Event Assistant will typically be asked to commit to 4-5 hours on Saturday and/or Sunday mornings depending on the event. Additionally, total time commitment during a semi-monthly pay period is 24 hours, including evenings. If additional hours are required, then pre-authorization from a manager is required.

## **Preferred Qualifications**

Friendly and outgoing personality. Able to work with a team to efficiently and quickly setup events, work with multiple partners, setup and host the event days, and process the events following the date. Take photos to share via Google Photos (as needed). Share your love of nature when talking with volunteers or guests. Must be 18 years or older.

## **Benefits**

What do you get out of this?

- Meet a wide variety of people who will expand your network, especially in the environmental field or in neighborhoods.
- Work side-by-side with an experienced program director to develop or enhance your project management, writing, marketing, and community building skills, which will be directly related to any future job.
- A recommendation on your LinkedIn profile and for future job inquiries as appropriate.
- Great experience learning more about the Coyote Creek Watershed, the largest in the County and longest creek as well!

Number of hours for this position are roughly 24 hours twice a month, and the duties are based on agreed-upon parts of the position in the agreement letter. Hourly rate applies and is dependent on qualification, but ranges from \$17-22/hour. Probationary term is 3 months to ensure good fit for both parties.

## **Other Requirements**

If selected for this position you will be required to complete a LiveSCAN fingerprinting for background check and negative TB test.

To apply, please send your resume and cover letter explaining why you'd be a good candidate for the position to Deb Kramer, [deb@keepcoyotecreekbeautiful.org](mailto:deb@keepcoyotecreekbeautiful.org).

*Last updated 8/30/24*