

Job Title: Event Assistant

Job Type: Contract, Part-Time

Pay: \$7000 - \$8000 DOE

Vanessa Behan is a center that provides emergency childcare for children birth through age 12 in a safe and nurturing environment. We help parents who are having difficulty providing safe shelter and care for their children. We also provide parenting classes, crisis counseling, diapers and formula and referrals to other community resources.

Vanessa Behan is seeking an Independent Contractor as an Event Assistant to assist with planning and executing our annual fundraiser, The Pumpkin Ball, on October 26, 2024. The Pumpkin Ball is an annual black-tie gala that has raised over \$3 million, after expenses, to benefit Vanessa Behan so that we can continue to deliver on our promise to provide services for children and families in our region.

This is a contract position from May 2024 through November 2024. Hours vary during the contract, beginning 5 to 10 hours per week and ramping up to 30+ hours per week in October. Must be available to work the entire weekend of October 25, 26, 27. Under the supervision of the Development Director, these are the primary responsibility for this position:

- To procure and follow up on auction items, contacting supporters, arranging delivery of items, picking up items as needed 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 collaborate 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.
- After event tasks such as receipting, supporter follow-up on outstanding payments/items, generating event reports etc.
- Perform administrative tasks needed to support the Development team.

**MINIMUM REQUIREMENTS:**

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

Previous administrative experience.

Previous Independent Contractor experience preferred.

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.

**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.

Proficiency in Microsoft office required or preferred.

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