

Job Title: Event Leader/Office Associate

Full Time, Salary position

Overview

We are looking for an Event Leader/Office Associate to organize and facilitate our high-energy meal packaging events and assist in day-to-day office tasks. This is a two-part position that requires the flexibility to travel and self-discipline to maintain office responsibilities.

Event Leader (40%) : An event leader must be well-organized and competent in task management. Strong communication skills and confidence to lead others will set you apart from the best among the candidates. Add a shot of enthusiasm and passion for serving the hungry and you'll be our ideal candidate. The goal is to organize unforgettable events that will ensure the engagement of participants.

Responsibilities:

- Understand requirements for each event
- Travel to and from events (**Some weekends required**)
- Manage all event operations (preparing venue, volunteer registrations etc.)
- Do final checks at the day of the event (e.g. tables, technology) to ensure everything runs smoothly
- Oversee event happenings and act quickly to resolve problems
- Evaluate event's success and submit post event reports
- Maintain a high level of professionalism before, during, and after events

Preferred Skills:

- Excitable public speaking
- Outstanding communication ability
- Well-organized with multi-tasking skills
- Able to handle stress and remain calm
- Problem-solving ability
- Must have valid driver's license and pass background/drug testing (Required)
- Availability to travel 1-5 days at a time

Office Associate 60% : An office associate will manage a variety of administrative duties. You will ensure the office runs smoothly on a daily basis by answering telephones, bookkeeping, maintaining paper, and electronic paperwork and greeting volunteers in a friendly manner. Time management and self-discipline will be important in this role.

Responsibilities (May include but are not limited to)

- Data processing/ updating company records
- Donor communications
- Basic fundraising tasks
- Preparing documents
- Scheduling and attending regular meetings

Preferred Skills

- Well-organized with multi-tasking skills
- Problem-solving ability
- Self motivated, and goal orientated
- Ability to use Microsoft Word, Excel, and PowerPoint
- Self applied, time management and ability to plan ahead.

What will put you ahead? (Not required, but preferred)

- Associate/Bachelor's Degree in Non-profit management, public relations, social work or relevant field.
- A proven track record of organizing successful events
- Passion to serve others
- Experienced traveling to other states/countries.

Who we Are:

We are an organization with a LOT of passion to help others. Our mission is to empower others to serve the hungry through hands on meal packaging events. If you have a passion to learn and lead others, you will be a great fit for our team.