



Position Announcement: Events Assistant

Overview of the Position:

The Alliance Center (www.thealliancecenter.org) brings people together to create a sustainable future. We do this by:

- *Facilitating collaborative working* at The Alliance Center among our 50+ sustainability-focused tenant organizations,
- *Bringing people together* and *building a diverse community* through our numerous events and partnerships, and
- *Modeling sustainability* in all we do, most visibly via our LEED Platinum facility

The Events Assistant supports with the pre-event management and day of logistics of customer bookings in our certifiably green event space. The Alliance Center's event space hosts over 450 events per year and this position will assist our Events Manager in making sure our customer service and amenities exceed customer expectations. This is a fast-paced position with duties ranging from flipping event sets to addressing in the moment customer needs. The position is perfect for anyone interested in the events and hospitality world who also wants learn about and support green event practices.

Responsibilities:

- Assist with in advance planning and coordination of meetings and events. Involves responding to customer inquiries and confirming event needs.
- Assist with and, where needed, independently provide onsite event management including event sets and breakdowns, audio-visual needs, caterer logistics and event registration.
- Provide exceptional customer service to the event organizer as well as attendees
- Administrative support in the form of event space specific metric collection, competition research, marketing, collateral creation and other projects as required

Minimum Qualifications:

- Enjoys connecting with people and providing exceptional customer service. Excellent people skills including the ability to easily build rapport with others and be a team player.
- Ability to function efficiently in a fast-paced and dynamic environment while maintaining attention to detail. Calm under pressure and a problem solver.
- Passionate about sustainability issues.
- Ability to support evening (beginning at 3pm) and weekend events as needed
- Ability to work a flexible schedule with significant weekly variations
- Ability to lift 50 pounds and stand for long periods of time

Additional Qualifications:

- Tech savvy and/or confident learning and using new technology systems
- Strong communication skills – both oral and written.
- Proficiency with leading office software platforms, specifically Google Apps and Microsoft Office

Reports to Whom: Events Manager

Classification, Compensation, Schedule & Benefits:

This is a part-time hourly, non-exempt position. The hourly pay is \$15 per hour. This position does not qualify for benefits.

Evening and weekend hours will be required with a weekly schedule fluctuating widely based on event bookings. You should expect an average of 10 hours per week and no more than 20 hours in any given week. Your weekly schedule will be confirmed at least two weeks in advance with the exception of last minute cancellation and bookings, which are rare.

How to Apply:

Please email employment@thealliancecenter.org with your cover letter and resume. Applications will be reviewed on a rolling basis. No phone calls, please.

The Alliance Center is committed to building an organization that celebrates diversity and embodies inclusivity. We encourage and desire applicants from all backgrounds, ethnicities and walks of life to join our team and help grow a more inclusive sustainability movement that truly serves all people.

The Alliance Center provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability or genetics.