



Event Assistant Job Posting

The Community House is a 501(c)(3) nonprofit that serves as a gathering place for a wide variety of activities including youth programs, adult fitness activities, weddings and other celebrations, fundraising events, performances in our theater, and much more.

Our facilities include a theater, fitness center, gymnasium, and several multipurpose spaces in an historic and well-maintained building in the heart of Winnetka, listed on the National Register of Historic Places and surrounded by beautiful gardens and grounds.

With 30-40 weddings, bar/bat mitzvahs, and other celebration events scheduled each summer in our historic garden courtyard and banquet spaces, the Community House is seeking part-time, seasonal staff to serve as an Event Assistant from May through September.

This role is key to ensuring that all celebration events go smoothly from start to finish. It's a wonderful opportunity for anyone who is interested in event coordination and enjoys helping people create memorable experiences! A positive, friendly, helpful, and outgoing personality is essential, and Friday, Saturday, and Sunday hours are required; we employ several Event Assistants to allow for rotating coverage.

Responsibilities:

- Work collaboratively with facility and maintenance staff to ensure that all equipment and requested items are ready and available for catering staff and all other vendors (DJ, florist, photographer, etc.) at the time of their arrival.
- Serve as the liaison between the Community House and any event vendors the day of the event, clearly communicating any policies and procedures and ensuring all vendors adhere to said policies and procedures.
- Welcome and guide arriving clients and vendors to their spaces in the venue and assist in any trouble shooting and/or management of last-minute changes.
- Help direct arriving guests to designated areas of the facility.
- Provide light assistance in the set-up of spaces, when necessary.
- Ensure all vendors have properly executed all responsibilities set forth by the Community House prior to departing.

Qualifications:

- Dependable with a strong work ethic and excellent problem-solving skills
- The ability to effectively communicate with all vendors and guests in a clear and friendly manner
- The ability to work a flexible schedule including evenings and weekends depending on scheduled events
- The ability to lift up to 50 lbs. and assist in moving/carrying equipment including but not limited to tables and chairs

This position is part-time / seasonal and pays \$15/hour.

Resumes and cover letters may be submitted to Sahra Ballowe, sahrab@mywch.org. Applications are reviewed as they are received. A criminal background check will be required.