



## **Event Assistant Job Posting**

The Community House was established in 1911 and is listed on the National Register of Historic Places. It 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, fundraising events, community events, theater performances, and much more. The facilities include a theater, fitness center, gymnasium, and several multipurpose spaces including an historic garden courtyard and large indoor banquet space available for private celebrations.

**We host over 50 weddings, bar/bat mitzvahs, and other large celebration events each summer in our Historic Garden Courtyard and indoor banquet spaces. The Community House is seeking part-time, seasonal staff to serve as Event Assistants from May through October.**

This role is key to ensuring that all celebration events go smoothly and is a wonderful opportunity for anyone who likes meeting people 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 Staff to allow for rotating coverage.

### **Responsibilities:**

- Serve as the point person for events in progress, monitoring event activities to ensure compliance with Community House policies and procedures, liaising with facility maintenance staff, and being visible and readily available to assist clients, catering staff, and other vendors
- Assist in problem-solving if needed
- Help direct guests to designated areas of the facility throughout the event
- Provide light assistance in set up or breakdown of spaces, when necessary
- Ensure all vendors have properly executed all responsibilities set forth by the Community House prior to departing

### **Qualifications:**

- Must be dependable with a strong work ethic and have good problem-solving and communication skills.
- The ability to 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 \$17/hour. Must be age 21+.

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