

Job Title: Special Events Assistant
Department: Development
Reports to: Development Director
Classification: Regular, Non-exempt, Part-Time (25 hours per week)
Location: Concord, CA

Summary

The Special Events Assistant is integral in helping to maintain our community partnerships through administrative and project management support. This position assists the Special Events Manager to increase event fundraising through gift solicitation, managing donor acknowledgments and recognitions, and assisting with event production. This position requires a high level of customer service skill, knowledge of event management and a professional approach.

Essential Duties and Responsibilities

- In charge of soliciting and managing all in-kind gifts for use in fundraising auctions and events. Includes contacting current donors, researching and soliciting new prospects, managing items through excel spreadsheet and putting together quality auction baskets for events.
- Responsible for all event donors, sponsors and volunteer acknowledgments and recognitions.
- Provide training to volunteer event staff as it relates to job duties.
- Assist with activities on event day as assigned by Special Events Manager.
- Assist with updating records in Salesforce database.
- Other duties as assigned.

Qualifications

- AA degree preferred and 1-2 years event planning, marketing, or project management experience, or an equivalent combination of training and experience required.
- Superior written and oral communication skills and attention to detail.
- Ability to thrive in a fast-paced, professionally rigorous environment managing multiple demands and deadlines.
- Self-motivated, flexible, and able to work independently.
- Ability to deal courteously, effectively and tactfully with Food Bank staff, Board Members and Committees, the general public, outside organizations and groups.
- Fluency in Microsoft Office suite (Word, Excel, Publisher and PowerPoint) and web applications
- The ideal candidate will possess the ability to wear many hats and be a team player.
- Must be able to identify and resolve problems independently, creatively, and timely.
- Must have personal vehicle with valid California Driver's license and insurance and ability to be covered under company auto insurance required.
- Must be able to frequently lift and/or move up to 25 pounds

Additional Information

This is a part-time (25 hours per week), 5 day per week position and requires the flexibility to occasionally work evenings and weekends.

To Apply

Please send your resume and any supporting documents to hr@foodbankccs.org with the subject line: "Special Events Assistant." Email submission is preferred.

Or by mail to:

Food Bank of Contra Costa and Solano
Attn: Human Resources
PO Box 6324
Concord, CA 94524