



**Job Title:** Events and Marketing Assistant

**Location:** Community Matters Administrative Office, 2110 Saint Michael Street

**Compensation Type:** part-time, \$17/hr

**Hours:** fluctuating frequent nights and weekends, 15 hrs/week in office + events

**Reports to:** Social Enterprise and Events Manager

**Application Deadline:** February 14<sup>th</sup>, 2020

## **JOB OVERVIEW**

The Events and Marketing Assistant role assists the Social Enterprise and Events Manager in event planning, coordination, and day of event responsibilities of The Sanctuary. The Sanctuary is a social enterprise event venue operated by Community Matters.

## **CORE JOB RESPONSIBILITIES**

### **Event Preparation and Coordination**

- Event space set up and break down, including but not limited to: table, chair, linen, and other miscellaneous rentals;
- Day-of coordination and management of assigned events;
- Keep consistent and thorough records of all event details in Gather software;
- Maintain communication with event contact(s), caterer(s), and event bar staff throughout event and act as a resource in the event of any needs, questions, or emergencies;
- Serve as primary contact and site coordinator for assigned events (most typically weddings on Saturdays);

### **Marketing and Social Media**

- Work with the Events Manager to design a marketing calendar and strategy;
- Prep, write, and post to social media accounts each week;
- Maintain website content;
- Help to develop marketing strategy.

### **Facility Operations**

- General event space maintenance including but not limited to general cleaning, organization, and stocking;
- Daily check of Sanctuary facilities;
- Work with Events Manager to complete cleaning and organizing tasks to maintain space and supplies;
- Wash, prep, and maintain linens and event items in proper condition.

## WHAT TO EXPECT

The Events and Marketing Assistant will work a base of 15 hours a week during organization office hours. During this time, the position will work on event preparation (linens, item prep, etc.), facility management (organizing, cleaning, etc.), and marketing (social media, website, etc.). The role will be assigned additional hours on weekends for scheduled events. During peak seasons, the Events and Marketing Assistant can expect to work at least two weekends per month.

## IMPORTANT SKILLS AND ABILITIES

- Must have strong customer service skills, organization skills, and the ability to troubleshoot and resolve problems.
- Must be reliable and timely in attendance and have a flexible schedule.
- Must have valid driver's license and vehicle.
- Must have regular open evening/weekend availability.
- The ability to work in a fast-paced environment and independent without constant supervision is required
- Attention to detail, ability to work unsupervised while maintaining safety and quality standards, and confidence to speak up and act when safety and/or quality are compromised.
- Comfort with multitasking and maintaining efficiency and productivity.
- Effective and frequent communication with manager and support staff, regardless of department or shift.
- Ability and willingness to adhere to and advance protocol in a diverse work environment.
- Proficient in Google and Microsoft Office suites.

## PHYSICAL REQUIREMENTS

- Ability to frequently sit, stand, walk, stoop, kneel, crouch, crawl and climb.
- Ability to frequently lift and/or move up to 50 pounds.

## TO APPLY

Send cover letter and resume to Mary Delaney at [Mary@cmcincy.org](mailto:Mary@cmcincy.org) by Friday, February 14<sup>th</sup>.