

Work Study Job Description

Job Title	Special Events Assistant
Organization Name	Pierce County AIDS Foundation
Job Location	Tacoma, WA
Address	3520 S. Pine Street Tacoma WA 98402
Pay Rate	\$9.19 - \$
Employment Period	Summer, Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Stacy Ellifritt
Phone Number	2533832565
Email Address	sellifritt@piercecounyaids.org
Website	http://www.piercecounyaids.org/

Nature of Organization

Pierce County AIDS Foundation, through education and service, prevents HIV infection, assists persons affected by HIV/AIDS, addresses related health problems, and combats associated stigma and discrimination.

Duties and Responsibilities

- Assist in the coordination of all aspects of event planning and production for all events.
- Assist in the supervision and coordination of volunteers assigned to help with events, including providing training.
- Aid in the successful implementation of event's marketing and communication strategies.
- Act as a lead for and on the day-of-the-event production.
- Help lead restaurant recruitment efforts (Dining Out for Life).
- Assist in cultivating relationships with team captains (AIDS Walk).
- Assist in data entry for the donor database.
- Aids in the processing of gift acknowledgements and receipt of donors.
- Provides for general developmental support(e.g filing, telephone).
- Responsible for supply pick up and delivery, as needed.

Minimum Qualifications

- Must be comfortable working with people of diverse backgrounds
- Ability to organize & prioritize multiple projects & meet deadlines.
- Detail-oriented w/ high level of accuracy.
- High developed interpersonal skills, affinity for establishing & managing relationships, and demonstrated high level of confidence & poise.
- Posses an understanding of professional boundaries.
- Excellent writing, public speaking, presentation skills.
- Excellent computer skills; Microsoft Office.

Educational Benefits

How to Apply

Send a cover letter, resume and completed application to sellifritt@piercecountyaids.org.

Job Number: 70PCAF01 | Category: Office & Administrative | Program: Community Service - STA |
Reimbursement Rate: 70%