

**Lakeside Legacy Foundation  
Event & Program Assistant  
Job Description**

**Title:** Event & Program Assistant  
**Reports to:** Event & Program Manager  
**FLSA Classification:** Part-time, hourly  
**Hours per week:** 20 hours

**POSITION OVERVIEW**

The Event & Program Assistant is responsible for providing support to the Event & Program Manager by assisting with all aspects of the planning, coordination and implementation of private event rentals, signature events and educational programs. This role encompasses coordinating logistics, interacting with clients and guests, booking programs and rentals, preparing materials, and serving as the on-site facilitator during programs and events to ensure a seamless and successful guest experience for all.

**EDUCATION/EXPERIENCE**

- Bachelor's Degree required, preferably in the arts, hospitality management, marketing or related field
- 1-2 years of customer service or event planning experience
- Experience working in a non-profit setting a plus
- Must be at least 21 years old
- Food Handler and BASSETT Certifications required, or willingness to obtain certifications upon hiring

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**Assist with Events** – (meetings, receptions, fundraisers, weddings, recitals and Signature Events)

- Meet with prospective clients to sell location for venue space, event rentals and tours
- Negotiate and close sales
- Write and deliver proposals and contracts
- Communicate with clients and staff throughout the planning process
- Coordinate room set-up and break-down for events
- Act as on-site coordinator during events
- Attend and participate in signature event planning and committee meetings
- Attend and support all signature events
- Maintain records and documents that support each event
- Assist with all aspects of coordination of signature events
- Assist with volunteer recruitment and training for all events

**Assist with Programs** – (cooking classes, tours, gallery openings, concerts, corporate enrichment)

- Assist with development of educational programs
- Register program participants
- Prepare program supplies and materials; maintain inventories
- Set-up and breakdown programming space, prepare A/V equipment
- Facilitate program delivery and guest experience
- Maintain program databases and record keeping
- Engage in community outreach to promote programs

**Additional Requirements** –

- Physical requirements – standing and lifting of items 50 pounds or less
- Work a flexible schedule which includes days/evenings/weekends as needed
- Perform related duties as assigned

**Skills** – The ideal candidate possesses or demonstrates the following skills:

- Excellent verbal, interpersonal and written communication skills
- Strong organizational skills
- Ability to juggle a heavy workload at times and adhere to deadlines
- Excellent customer service
- Attention to detail
- Confident and professional telephone manner
- Strong computer skills (Microsoft Office – Word, Excel, PowerPoint)
- Demonstrated proficiency with internet, email and social media
- Effective problem-solving ability
- Ability to prioritize
- Works well in team environment