



Job Title: Event Assistant
Reports To: Director of Events
FLSA Exemption Status: Non-exempt
Position Type: Regular, Full Time
Job Grade: Assistant/Crew
Salary Range: \$53,300 - \$63,000
Regular Work Hours: 40 hours per week; weekend work required
Location: Cold Spring, NY
Last Updated: 3/24/2023

The Glynwood Center for Regional Food and Farming is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Summary

Glynwood, a regional agricultural nonprofit with a mission to ensure the Hudson Valley is a region defined by food, where farming thrives – is seeking a part-time Event Assistant to aid with planning, execution, and follow up on photoshoots, weddings, retreats, and various internal events. This role supports Director of Events and Guest Relations Coordinator, as well as interfacing with property, programs and hospitality teams.

Essential Job Duties

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Event Planning
 - Scheduling and conducting tours of the property
 - Generate estimates and invoices for internal and external review
 - Assist with generating contracts, including permitting and insurance needs
 - Assist with contacting and confirming vendors, caterers, instructors, etc
 - Provide support in managing the events calendar(s)
 - Create and manage internal client folders and information
 - Produce invoices and manage payment calendar
- Event Execution
 - Assist with event set up, including placing/removing signage, moving tables, chairs, equipment, and supplies
 - Day-of event production assistance overseeing vendors and client needs
 - Ensure all event supplies and materials are returned, recycled/repurposed and/or reorganized after events
- Communications
 - Respond to general email and phone inquiries in a professional, timely and collegial manner
 - Provide support for events marketing, social media and promotion

- o Maintain a database of event photos and vendor contacts

Competencies

- Strong written and verbal communication skills in English
- Self-motivated
- Well-organized
- Advanced ability to use a computer for email, calendaring, spreadsheets, and word processing. Glynwood relies on the Google Suite of products for its business
- Ability to lift at least 30 pounds on a regular basis
- Ability to work with Glynwood employees in a collegial manner
- Ability to work alone or on a team, as needs require
- Perform many tasks in one day
- Willingness to work safely
- Ability to learn web-based software required for the job and for administrative purposes.

Work Environment

The Event Assistant will perform office work as well as be physically active on a large property with varied terrain.

Physical Demands

Must be able to execute office functions such as using a computer, and copier, must also be able to walk the property, both uphill and down, in all weather. Manual labor is often a component of events. Some lifting will be required during event setup.

Travel and Weekend Work

The nature of events assisting means often evening or weekend work will be needed. A flexible schedule is required.

Required Education and Experience

- High School Diploma/GED
- 1-2 years' work experience in most of the duties listed above.
- Advanced skills in MS Excel and MS Word. Experience and/or comfort using Google's Suite of Apps (Sheets, Drive, Docs, etc.).

Preferred Experience:

- Experience in the hospitality industry is a plus.

Additional Eligibility Qualifications

- Valid US Driver License in good standing
- Provable eligibility to work in the US
- We require all team member to be vaccinated against COVID

To Apply:

Send a cover letter and resume to jobs@glynwood.org, with "Event Assistant" in the subject line.