



Job Title: Events Assistant

Reports To: Director of Public Programs and Events

FLSA Exemption Status: Non-exempt

Position Type: Regular, part-time

Regular Work Hours: M-F, with occasional evening or weekend hours to support events, Part-time, hours fluctuate based on season.

Location: Cold Spring, NY

Apply online at <https://www.glynwood.org/who-we-are/job-opportunities.html>

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 Events Assistant to assist with planning, execution, and follow up on photoshoots, weddings, retreats, and various events. This role supports Director of Public Programs and Guest Relations Coordinator, as well as interfacing with property and hospitality teams.

Essential Job Duties

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

- Event and Retreat Planning
 - Research vendor and product options
 - Generate estimates and invoices for internal and external review
 - Assist with generating contracts, including permitting and insurance needs
 - Assist with contacting and confirming chefs, caterers, instructors, and vendors
 - Provide support in managing the events calendar(s)
- Event Execution
 - Assist with event set up, including placing/removing signage, moving tables, chairs, equipment, and supplies
 - Upon request, be present to help staff events
- Event Follow-up
 - Follow-up with vendors and clients for final invoices, expenses, payments and reimbursements
 - Assist with distributing and analyzing workshop evaluations
 - Ensure all event supplies and materials are returned, recycled/re-purposed 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 communications 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.

Administrative Responsibility

- Submit timesheets to supervisor according to current requirements

Work Environment

The Events 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 a plus.

Additional Eligibility Qualifications

- Valid US Driver License in good standing
- Provable eligibility to work in the US

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Glynwood offers a competitive annual compensation package. Qualified candidates will be contacted by email. Computer literacy tests appropriate to the position and background checks are required for final candidates.

Glynwood is an Equal Opportunity Employer and strongly encourages diverse candidates to apply.