



WESTMONT

Assistant to the Director of Public Events (Part-Time)

Flexible hours 20 hr/wk, 10 mo/yr. (late August through early June)

Office of Public Events

Position Description:

Assists with the planning and implementation of public events.

Qualifications:

Requirements include: HS graduate and personal affirmation of the Christian mission of Westmont College and the Community Life Statement and adherence to its behavioral expectations. Also requires: strong organizational and people skills; the ability to remain calm and positive under pressure; intermediate skills using MS Office suite, email and calendar software. Salesforce helpful but not required. Other requirements include: attention to detail; ability to multi-task with accuracy; excellent people skills; ability to work with diplomacy and tact at all times; ability to take initiative and work graciously in a fast-paced environment; flexibility and positive attitude. Previous hospitality or event management experience highly desirable but not required. Familiarity with Westmont a plus.

Responsibilities include:

- Provide assistance including planning, implementation, and evaluation of events. Assist with Christmas decorating and parties, President's Breakfast, Trustee events, and Commencement weekend. Provide clerical support such as creating invitations, taking reservations, inputting registration data, creating name tags, and programs. Assist in all pre- event preparation and set up and event day support such as registration, and event takedown.
- Work creatively as a team player and liaison with various campus offices involved in sponsoring events: Provost's office, Office of Human Resources, Office of College Advancement, including Alumni and Parent Relations, Campus Pastor's Office, Sodexo food service, etc.
- Decorate Kerrwood Hall and President's residence during the Christmas season.
- Interact with and positively represent the college to parents, supporters, vendors, the public, and event guests.
- Work with the President and family as requested with décor and events management.
- Assume duties of the Director when necessary such event preparation, liaison with vendors, managing invitations and rsvps as well as registration, event set up and breakdown and expense reconciliation.
- Work in advance of and attend all major events. Must have the flexibility to work evenings and weekends as needed (approximately 5 times per year).
- Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with co-workers, customers and others by sharing ideas and resources willingly, constructively and positively; listening to and objectively and respectfully considering the ideas and perspectives of others; readily admitting and correcting personal mistakes; meeting commitments; keeping your supervisor and others who may be affected informed about work progress; addressing problems willingly and constructively to discover practical and lasting solutions acceptable to all parties; working promptly toward reconciliation and forgiveness during conflict; respecting the diversity of our community in words and deeds.
- Other duties as assigned.

Reports to: Director of Public Events

10.2021