



**The mission of Loaves and Fishes of Contra Costa is to provide community-based food programs and partner services that focus on basic needs. We nourish lives!**

**Position:** Special Event Assistant

**Status:** 8-10 hours/week, possibly up to 15 hours/week closest to the event (October 2020 through February 2021)

**Benefits:** Mileage reimbursement and expense reimbursement for event-related travel and purchases

**Office Location:** Remote

**Job Description:**

The Special Event Assistant is responsible for supporting Loaves and Fishes' largest fundraiser of the year, ROCK OUT HUNGER, taking place on February 20, 2021. The Special Event Assistant reports to the Development Director.

**Essential Duties and Responsibilities of the Special Event Assistant:**

- Provides support to Development Director in all fundraising activities related to the fundraising event, ROCK OUT HUNGER 2021.
- Shows persuasiveness and the ability to procure donors, funders and auction items needed for fundraising event.
- Manages auction for ROCK OUT HUNGER 2021 event (with direction from Development Director)
  - Identifies, solicits and secures silent auction items for virtual silent auction and live auction.
  - Organizes auction from start to finish: enters items in event management software, assembles items into packages, follow-up, etc.
- Assists with post-event wrap-up process, including thank you letters/emails to event attendees, auction donors, etc.
- Performs basic administrative duties relate to the event.

**Required Knowledge, Skills and Abilities:**

- Possesses experience in Microsoft Office: Word and Excel
- Experience or willingness to learn event management software: Greater Giving

- Has the ability to work flexible work hours.
- Available week of February 15, 2021 and all day on event day: Saturday, February 20, 2021.
- Displays exceptional time-management and organizational skills as needed for meeting deadlines.
- Demonstrates a professional demeanor whether speaking to others in person, over the phone, email and other written communications.
- Works well alone as well as under direct supervision.

**Qualifications:**

- Comfortable asking people for donations – auction items, services, etc.
- Strong organizational skills, including ability to handle multiple tasks, meet deadlines, and prioritize assignments.
- Ability to work and communicate effectively with people of all ages from very diverse backgrounds.
- Ability to use discretion and diplomacy in dealing with donors, Board members, staff, volunteers and colleagues.
- Ability to maintain high level of confidentiality.

**To Apply:**

Email resume to: [info@loavesfishescc.org](mailto:info@loavesfishescc.org)