

Job Description

Event Assistant

Description:

The Aliveness Project serves people that are living with HIV/AIDS. Our Event Assistant is important point of contact that people have with our organization. We rely on them to help establish a positive and welcoming environment. Duties will be different from event to event so flexibility is required. Some of the duties could include:

- planning
- organizing
- working the day of the event
- evaluation of the event
- attending meetings
- communication with others
- duties as assigned by the event coordinator, etc.

Requirements:

This position requires that you be able to work as a team member and follow-thru in the assignments that you take responsibly to complete. You must be at least 16 years of age.

Hours:

The times will be determined related to the event.

Training:

Four-hour training session to become familiar with procedures and resources. Basic information about HIV/AIDS is provided; in depth education is available upon request. An initial informational meeting will be held regarding each event.

Communication:

The Aliveness Project relies on volunteers for the operation of each event, so it is important to communicate any changes in schedules as soon as possible. This is so we can replace your important responsibilities. The Event Coordinator will be the person you will report to during the event. It is important that you can give a commitment for the duration of the event.