



**Title:** Events Assistant

**Reports to:** Event Sales Manager

**Type:** Hourly, Part-time (5-30 hours per week, depending on events)

**Start Date:** January 2019

Austin Sunshine Camps (ASC) seeks a motivated and mission-driven Events Assistant to assist the Zilker Lodge Event Sales Manager on all events, organization and execution of the Zilker Lodge Rental Program. ASC is a non-profit organization, founded in 1928, and located in the heart of Zilker Park. The mission of ASC is to engage and empower youth through education and outdoor experiences. Since our inception, we have provided free camp experiences to low-income youth and their families from the Central Texas area. In 2015, our 21,000 square foot Zilker Lodge was built in order to double the amount of youth we can serve each summer. When the Lodge is not being used for programming, we rent it out to the public as a source of earned revenue. Every dollar spent renting the Lodge goes back to help us achieve our mission as a non-profit organization. We are looking for a dynamic individual who is excited about customer service, working hard and enhancing the lives of the youth in our community.

#### Key Responsibilities

- Assist with all aspects of customer service
- Assist in the execution of all events, including logistics, communication, set-up, tear down, cleaning, follow-up, etc.
- Manage event inventory
- Maintain relationships with vendors
- Assist with maintaining events calendar
- Assist with new sales, including phone calls, data entry, research and some networking

#### **Requirements:**

- Must be able to work a flexible schedule, including evenings, weekends and some overnight events
- Ability to lead as well as follow and execute instructions effectively
- Must be highly organized, self-motivated and able to work independently
- Must be solution driven
- Must have a vehicle
- Must be able to have FUN

#### Qualifications

- In love with the mission of Austin Sunshine Camps
- Technologically savvy

#### Why Austin Sunshine Camps?

- Ability to have a direct, positive impact on the most at-risk youth of Austin
- Office out of the beautiful Zilker Lodge in Zilker Park

**How to Apply** - Please email your cover letter, resume and pay rate requirements to [jobapplicants@sunshinecamps.org](mailto:jobapplicants@sunshinecamps.org) with "Events Assistant" in the subject line.

Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the organization.