

**Job Title:** Special Events Assistant  
**Department:** Development  
**Reports to:** Special Events Manager  
**Classification:** Regular, Non-exempt, Part-Time (25 hours per week)  
**Location:** Concord, CA

### Summary

The Special Events Assistant is integral in helping to maintain our community partnerships through administrative and project management support. This position assists the Special Events Manager with special research and project management responsibilities related to departmental initiatives, strategic planning, community partnership-building, and projects targeted to improve customer service. This position requires a high level of customer service skill, knowledge of event management, crisis management, and a professional approach.

### Essential Duties and Responsibilities

- Involvement in all administrative aspects of event planning, management, and execution
- Assist with community event partner acknowledgments and recognition
- Provide training to volunteer event staff
- Work closely with the Communications and Development departments to coordinate logistical needs
- Follow up with event report upon conclusion of event
- Other duties as assigned

### Qualifications

- AA degree preferred and 1-2 years event planning, marketing, or project management experience, or an equivalent combination of training and experience required.
- Superior written and oral communication skills and attention to detail
- Ability to thrive in a fast-paced, professionally rigorous environment and manage multiple demands and deadlines
- Self-motivated, flexible, and able to multi-task and work independently in a hands-on work environment
- Excellent interpersonal and organizational skills
- Ability to deal courteously, effectively and tactfully with Food Bank staff, Board Members and Committees, the general public, outside organizations and groups
- Fluency in Microsoft Office suite (Word, Excel and PowerPoint) and web applications
- The ideal candidate will possess the ability to wear many hats, be a team player, be proactive, and have excellent communication skills.
- Must be able to identify and resolve problems independently, creatively, and timely
- Valid California Driver's license and insurance and ability to be covered under company auto insurance required
- Must be able to frequently lift and/or move up to 25 pounds

### Additional Information

**This is a part-time position and requires the flexibility to occasionally work evenings and weekends.**



## JOB OPENING

### To Apply

Please send your resume and any supporting documents to [hr@foodbankccs.org](mailto:hr@foodbankccs.org) with the subject line: "Special Events Assistant." Email submission is preferred.

Or by mail to:

Food Bank of Contra Costa and Solano  
Attn: Human Resources  
4010 Nelson Avenue  
Concord, CA 94520