

**Ronald McDonald House Charities® of Greater Las Vegas  
Events Assistant Job Description**

**Job Title:** Events Assistant  
**Reports To:** Corporate Relations and Events Manager  
**Status:** Part-Time Nonexempt

---

**FLSA STATUS**

This position is classified as part-time nonexempt status in accordance with the Fair Labor Standards Act (FLSA) guidelines. All nonexempt positions are paid an hourly rate and are entitled to overtime compensation.

**SUMMARY**

The Events Assistant will provide primary support in the planning, coordination, execution, and evaluation of RMHC fundraising events. These fundraising events include, but are not limited to, the annual RMHC Food Drive, Runnin' for the House, and Annual Gala, along with smaller fundraising events and Third-Party Community Fundraising events. The Events Assistant is a part-time nonexempt employee who reports directly to the Corporate Relations and Events Manager.

**ESSENTIAL DUTIES & FUNCTIONS**

Responsibilities include, but are not limited to:

- Promotes an atmosphere of warmth, understanding, and compliance with compassion; Maintains supportive and positive communications with fellow staff, volunteers, families, event attendees, and donors.
- Supports the planning, coordination, and execution of RMHC events, as directed by the Corporate Relations & Events Manager. This includes, but is not limited to, assistance with vendors, solicitation and procurement, and donors.
- Responsible for all event supplies, including, but not limited to, organization, inventory, ordering, as approved, and preparation for related events.
- Assists with the maintenance of complete and accurate records for each event.
- Assists with event volunteers and ensures volunteers have the necessary supplies and equipment to perform tasks successfully.
- Represents Chapter/House to various audiences in professional manner consistent with image and mission of this organization.
- Provides administrative support for event committees.
- Supports the Marketing Coordinator in the development of RMHC messaging for event marketing and production.
- Liaises with the RMHC Community Relations Committee and external agencies in relation to the successful promotion of events.
- Adheres to event deadlines.
- Any other tasks, duties, or responsibilities as assigned.

**COMPETENCIES/SKILLS**

To perform the position of Events Assistant successfully, an individual should demonstrate the following competencies/skills:

- Observes safety and security procedures and follows organizational policies and procedures
- Strong problem-solving and critical-thinking skills
- Communicates effectively, both verbally and in writing, in a positive manner in both positive and negative situations
- Strong public-relations and interpersonal skills
- Adapts to changes in the work environment
- Time management skills with the ability to prioritize multiple projects

- Assesses own strengths and weaknesses; seeks feedback for improvement; pursues training and development; continues to build knowledge; and shares expertise with others
- Self-starter and ability to work with little supervision
- Generates creative solutions; translates concepts into images; uses feedback to modify design; and demonstrates attention to detail
- Establishes and maintains effective relationships
- Follows instruction; responds to management direction; meets productivity standards; and completes work in a timely manner

## **QUALIFICATIONS**

To perform the position of Events Assistant successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- High School Diploma and 1-2 years previous related experience and training in the areas of event production and/or fundraising
- Candidates must be highly organized and demonstrate a high level of professionalism
- Ability to effectively present information and respond to questions from volunteers and the general public
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, fractions, and decimals
- Ability to solve practical problems and deal with a variety of real-world scenarios
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule format
- Knowledge of In Design and/or Publisher Design software; Salesforce Database software; and all Microsoft Office software preferred
- Knowledge of event planning, public relations and marketing principles
- Ability to drive a cargo vehicle
- Clean driving record and valid Nevada State Driver's License

## **PHYSICAL DEMANDS/WORK ENVIRONMENT**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of Events Assistant. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Regularly required to stand; walk; sit; climb or balance and stoop, kneel, crouch, or crawl for up to 8 hours with breaks in accordance with the law
- Ability to lift and move 25 pounds
- Ability to push and/or pull up to 25 pounds
- Hand and wrist dexterity for repetitive motion for typing and use of computer mouse
- Regularly required to talk, hear, taste, or smell
- Frequently required to use hands to finger, handle, or feel and reach with hands and arms
- Must have close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus
- Regular attendance during regularly-scheduled business hours, occasional nights and weekends
- The noise level in the work environment is usually moderate office noise, but may vary
- May be requested to work overtime and weekends for special programs and events
- Work environment may be indoors or outdoors