



EVENT ASSISTANT POSITION

Ganna Walska Lotusland, a non-profit, botanical garden in Montecito, California, seeks qualified candidates for an **Event Assistant** position to support our Events team with organizational meetings and events, donor and member events, as well as lectures, workshops, and volunteer appreciation events

The Event Assistant will work with the Director of Events & Engagement, the Development and Event Manager, and the Special Events Coordinator to support the event and hospitality needs of Lotusland events, programs, and fundraising efforts.

POSITION SUMMARY:

Will work with the Events team to implement organizational meetings and events, donor and member events, as well as lectures, workshops, and volunteer appreciation events.

Will be responsible for inventory and purchasing (including driving for local errands), and/or soliciting donations for all food and beverage needs throughout the organization.

Will orient, permit access, and supervise vendors and hospitality volunteers on-site during events.

Will facilitate Food & Beverage needs for small events without vendor support.

Will interface with Lotusland guests (donors, members, guests, and event attendees) with a friendly welcoming demeanor and exemplary customer service.

Will be responsible for the setup and cleanup of events and for general housekeeping support for the Events department.

Will provide general administrative support for the Events Department.

ESSENTIAL REQUIREMENTS:

- Minimum of two years food & beverage, hospitality, or event experience is required.
- Experience with non-profits helpful but not necessary.
- Demonstrates superior organization and coordination skills and the ability to handle unexpected situations calmly and rationally. Ability to problem-solve and self-initiate performance of tasks.
- Exhibits excellent communication (verbal & written) and interpersonal skills. Ability to clearly communicate in the English language by phone and two-way radio.
- Ability to multi-task with concurrent projects, occasionally with critical deadlines, and to work accurately with attention to detail.
- Ability to stand/walk for up to 6 hours at a time and work long physically demanding hours during events.
- Must have a valid driver's license and reliable transportation. Lotusland is not easily accessible by public transportation and running errands in a personal vehicle is a critical job responsibility. A valid driver's license is required for driving Lotusland's electric carts, also a critical job responsibility.

WORK ENVIRONMENT:

- General office environment within the garden setting of Lotusland.
- Outdoor work during events and during set-up/tear-down for events held on Lotusland's 37-acre property.
- Frequent work on the telephone and computer (repetitive movement – typing).
- Frequent standing, sitting, walking, climbing stairs and bending with lifting of light to moderately heavy loads (up to 40 lbs.).

PART-TIME 30-hour workweek, non-exempt**Compensation DOE (\$14-\$16/hour) with benefits****Regular office hours (M-F 9AM – 4PM) with evening and weekend work required based on event schedule.**

Lotusland will make reasonable accommodations to enable individuals with disabilities to perform the essential functions of the position. Lotusland is an equal opportunity employer.

Please view the full job description at <https://www.lotusland.org/about-us/employment-internships/>

To apply, send a cover letter and resume by email to Ruth Mesnik, rmesnik@lotusland.org