

## **The ALS Association RI Chapter Position: Event/Office Assistant, Part-time**

(Start date: January 2019)

**POSITION:** Reporting to the Executive Director, the Event/Office Assistant is supervised by and provides administrative, technical and secretarial support and back up to the Chapter's Event Coordinator and Office Administrator. This position is 12-15 hours per week, over 3 days (Monday-Thursday) and is a year round position. Candidate must be able to work extra hours before, during and after fundraising events. Occasional night and/or weekend days required to attend event planning meetings and events.

**OVERVIEW:** To assist with the day to day tasks associated with Chapter operations and events as well as post event activities. Support the planning and implementation process of the chapter's major fundraising events: Evening of Hope (spring), Annual Golf Tournament (summer) and Walk to Defeat ALS (fall). The Event/Office Assistant areas of focus include administrative, data management and secretarial support.

**Core duties and responsibilities include the following. Other duties may be assigned as needed:**

### **Event Related:**

- Provides administrative and logistical support for fundraising projects and special events
- Prepare solicitation and thank you letters for event sponsors and participants; brings mailings to bulk mail center.
- Donor data entry and other areas related to the donation and thank you letter process for the Chapter's fundraising events.
- Helps secure and manages auction and raffle donations including picking up items when needed.
- Arranges for and delivers food & beverages provided at meeting and events; does other office related errands.
- Prepares, lifts (20 lbs.), carries, transports and sets up items needed at events such as tents, signage, tee-shirts. Repacks and places event items post event in storage locker.
- Prepares event reports as requested

### **Office Related:**

- Enters data and deposits and expenses utilizing Chapter fundraising and accounting system software/databases.
- Assists in preparing reports for Walk to Defeat ALS program and other events
- Processes incoming and outgoing mail and packages.
- Answers phones and direct calls appropriately.
- Assists with managing Digital and Social accounts for the Chapter.

**Education/Experience:**

Associates degree from a college or university; or three years related experience and/or training; or equivalent combination of education and experience.

**Qualifications:**

- Advanced skills with Microsoft Office products (including Word, Excel, PowerPoint, and Publisher)
- Knowledge and experience with accounting software and fundraising database systems desired.
- Excellent oral and written communication skills
- Ability to handle confidential information
- Strong desire to learn and assist with a variety of event and office tasks
- Flexibility to work additional hours before, during and after events
- Strong organizational skills and ability to multi-task
- Energetic, outgoing and a positive attitude

**The ALS Association Rhode Island Chapter is an Equal Opportunity Employer**

**Applicants are asked to send a letter of interest and a current resume to:**

**The ALS Association RI Chapter, 2374 Post Road, Suite 103, Warwick, RI 02886  
or email [info@alsari.org](mailto:info@alsari.org) No phone calls accepted.**