



Intervale Center Employment Opportunity Events and Communications Assistant

Summary of Position:

The Intervale Center seeks an energetic and creative Events and Communications Assistant who will work with Intervale Center staff to produce a successful summer event season through event and communications support. This position will coordinate logistics and manage event flow in support of fundraising events, community education events, and eight Summervale events, as well as event and sponsorship promotion across communication channels.

Reports to: Events Manager and Marketing & Communications Manager

Part-time, seasonal: 10-15 hours/week from June 17th – September 6th

Additional evening and weekend hours available if interested from June – October.

Roles and Responsibilities:

- Assist with logistics for Summervale including coordinating vendors and partner organizations each week (i.e., sending reminder emails, serving as contact in case of inclement weather, managing cancellations, etc.)
- Create site maps, spreadsheets, signage, parking plans, and other planning tools for events.
- Schedule, manage, and oversee Summervale volunteers.
- Assist with the planning of a large-scale fundraiser dinner, including working with chef teams, farmers, serving staff and volunteers.
- Assist with barn set-up, break-down and décor for events.
- Organize materials and event storage space before and after events. Take a full inventory at the beginning and end of the events season.
- Create weekly e-newsletters.
- Create content for Intervale Center blogs.
- Work with Intervale Center programs and staff, event vendors, producers, and sponsors to coordinate social media postings and promo opportunities.
- Take photos at events.
- Attend additional Intervale Center events helping with additional tasks as necessary.

Qualifications:

- Ability to work independently.
- Values attention to detail and highly organized.
- Enjoys working on busy, fast-paced events.
- Experience with customer service, event planning, and coordination.
- Excellent written and verbal communication skills.

- Experience with Microsoft Office Suite and social media platforms.
- Professional and positive attitude with a good sense of humor.
- Energetic, creative, and hard-working.
- Passionate about the Intervale Center's mission.
- Ability to lift and carry up to 50 pounds (we will consider and work with individuals who cannot meet this requirement).
- Must be available Thursdays in July and August from 1pm-9pm and Sunday, August 4th from 12pm-8pm.

This position is based in Burlington, Vermont. It's part-time for 10-15 hours per week and is seasonal. The term of employment is June 19, 2024 – September 8, 2024, with the possibility of additional evening and weekend hours from June – October if interested. Compensation is \$19.00 per hour.

Intervale Center is an Equal Opportunity Employer that values diversity of experience, background, and perspective to enrich our work. Applications by members of all underrepresented groups are encouraged. To apply, please send a cover letter and resume to jobs@intervale.org by May 1, 2024.