



Big Brothers Big Sisters of Metro Milwaukee, Inc. Position Description

Position Title: Special Events Assistant (Part-Time)
Reports to: Special Events Coordinator
Department: Development
FLSA Category: Non-exempt; 20 hours per week
Date Approved: March 2019

Position Summary

The Special Events Assistant works with the Special Events Coordinator to successfully implement and meet agency goals for Big Brothers Big Sisters of Metro Milwaukee's (BBBS) three signature events: Bowl for Kids Sake (BFKS), NFL Alumni Golf Classic and the BIG Gala. This position is responsible for many of the support and logistical components of these fundraising events in addition to providing administrative support for the Development department when needed.

Responsibilities

Responsibilities include but are not limited to:

Administrative Support-

- Assist with special event marketing needs (flyers, creating copy for invitations, postcards, etc.).
- Assist with Development department communication needs as it relates to special events (writing for website, social media, newsletters).
- Data collection for expense monitoring and donor/volunteer records.
- Data entry pre-and post-events.
- Database entry tasks as needed (to update and maintain accurate donor records).

Special Event Logistics-

- Direct contact with event participants and team captains for BFKS.
- Transporting and arranging for the coordination of in-kind donation pick-up.
- Assistance with registration, prize and food distribution, and photography at events.
- Transportation of supplies and prizes from the BBBS office to event locations.

Department Support-

- Filing and copying as needed for events and general Development department needs.
- Donor/sponsor/prospect research and data collection.
- Follow-up on solicitations for in-kind and sponsorship requests.
- Facilitating large mailings (requests for donations, event invitations, etc.).

Other tasks may be assigned, based on business needs and the department supervisor's request.

Work Expectations

- Regular agency hours are Monday-Friday (8 a.m.-5 p.m.). This is a part-time position (20 hours per week) with scheduling based on availability and agency needs.
- Special Event Hours: Required to work entire event days for Golf and Gala as well as evening/weekend dates for bowling.
- May be occasionally required to work other evenings and weekends as needed.
- Reliable transportation and proof of insurance is required.

QUALIFICATIONS

Education

- High School Degree required; some college preferred.

Experience

- Knowledge of and experience with money handling, customer service and volunteer management required.
- Experience in a sales, fundraising, or a marketing environment where relationship management was key is preferred.



Competencies and Skills

- Proficiency in Word, Outlook and Excel.
- Excellent customer service both in-person and via the telephone.
- Ability to relate well in multicultural environments.
- Time Management; efficient, productive, sense of urgency.
- Excellent verbal, written and interpersonal skills.
- Team player with good listening, planning, organizational and follow through skills.
- Disciplined self-starter, with the ability to balance various projects simultaneously with attention to detail.
- Ability to maintain confidentiality throughout daily operations and communications.
- Ability and willingness to work under tight schedules and to handle the pressure associated with special event execution.

Agency Requirements Addendum

Physical Demands

The physical demands at BBBS are representative of those that must be met by an employee to successfully perform the essential functions of this job. Employees who are or become disabled must be able to perform the essential duties and responsibilities either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.

Performing the essential responsibilities of this job, the employee is regularly required to sit, operate computers and other office equipment, complete filing tasks and use written and oral communication skills. The employee may be required to transport or move up to 20 pounds.

BBBS provides equal employment opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, age, sex, marital status, sexual orientation, or non-disqualifying physical or mental handicap or disability. BBBS operates under an Affirmative Action Policy.

Travel

The employee must have a valid driver's license and the ability to travel within the community we serve throughout the workday with full time access to an automobile and automobile insurance in the amount required by the state of Wisconsin.

Work Expectations

Employee must be able to view differences between individuals (race, gender, age, cultural heritage, physical ability, education and lifestyle) as an asset and demonstrate an appreciation of the diversity within Big Brothers Big Sisters and the youth served by the agency.

Maintain professional development, as time and budget permits, through staff development courses, professional organizations, seminars, and reading of professional literature. Utilize BBBSA network to access and research best practices.

Each year the agency holds events that typically fall after normal office hours. These events may be mandatory for all staff. For scheduling purposes you will be notified of the dates as early as possible. These events may include but are not limited to the following:



- Bowl for Kid's Sake; January – June
- Big Gala; early November
- Golf Classic; early August

As an employee of the Big Brothers Big Sisters Team you may be required to attend other agency related activities, meetings and events as deemed necessary.

The above statements reflect the essential responsibilities and competencies considered necessary to achieve BBBS's Agency goals. Other tasks may be assigned, based on agency needs at the request of the department's supervisor or the CEO.