Big Brothers Big Sisters of Metro Milwaukee, Position Description

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Part Time - Special Events Assistant</th>
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<td>Reports to:</td>
<td>Special Events Manager</td>
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<tr>
<td>Department:</td>
<td>Development</td>
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<tr>
<td>FLSA Category:</td>
<td>Non-exempt; 20 hours per week</td>
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<td>Date Approved:</td>
<td>May 2023</td>
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Position Summary
The Special Events Assistant works with the Special Events Manager 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.

QUALIFICATIONS

Education
- High School Degree required; some college preferred.

Experience
- Knowledge of and experience with money handling, customer service and volunteer management required.

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 goals and deadlines.
- Must be able to lift, carry, and move up to 20 pounds on occasion.

Responsibilities

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.
- Excel data entry pre-and post-events.

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 supervisor’s or CEO’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 all day and into the evening on Monday, August 14th and Saturday, November 4th. Bowl for Kids’ Sake will require afternoon and evening hours on multiple dates in spring.
- Reliable transportation, the ability to travel within the community we serve, and proof of insurance are required.

**Agency Requirements**
See complete requirements for all agency positions at [www.bbbsmilwaukee.org/careers/](http://www.bbbsmilwaukee.org/careers/)