

Como Friends

POSITION DESCRIPTION November 2024

Event Associate (Temporary Position)

Primary Purpose

The event associate is a temporary position with Como Friends from January 2, 2025, to March 31, 2025.

The event associate, under the direction of the Director of Institutional Partnerships and Events, will assist in implementing one of Como Friends' signature fundraising events (Bouquets), as well as provide additional office support to fulfill Como Friends' mission as the nonprofit partner to Como Park Zoo & Conservatory. This temporary position will provide a unique opportunity to experience the planning and execution of a successful fundraising event in a nonprofit setting.

Experience and Qualifications

It is preferred that candidates have experience managing logistics and facilitating event implementation, working with volunteers, and interacting with the public. The successful candidate will have general office skills and proficiency with Microsoft Office products, be comfortable with technology, possess good problem-solving ability, be able to effectively communicate via phone, email and in-person, and be highly organized and detail orientated. Candidates will have the ability to work effectively as part of a team and/or independently.

The work schedule for the event associate will be 20 hours a week in January and March, and 40 hours a week in February. The event associate must be available to work a long day into the late evening on Thursday, February 27, 2025, and be available during the day on Friday, February 28, 2025, for Bouquets.

Job Responsibilities

Bouquets

The event associate will assist with implementing Bouquets, a winter fundraiser that features food and beverage partners in the Marjorie McNeely Conservatory. Responsibilities will include:

- Managing the intake of silent auction items, tracking donations, mailing solicitation letters, working with donors, organizing auction items and auction set up.
- Creating and printing auction material such as certificates, description cards and displays.
- Working with restaurant and beverage partners so they have the necessary material and information needed to participate in the event and have a good experience.
- Inventorying supplies, tracking supply needs for restaurant and beverage partners, and creating bins of supplies to distribute to all event partners.
- Coordinating staff and volunteers at the event so they can distribute supplies, décor and other items effectively.

- Working with the Director of Institutional Partnerships and Events on other duties necessary to ensure a successful event.

Other

- Performs other duties as assigned in the Como Friends' office.
- Physical specifications: Ability to lift at least 30 lbs. During event preparation and during the event, the position may require reaching, grabbing, stooping, kneeling, crouching, and standing for at least two consecutive hours.

Salary and Background

The event associate is supervised by the Director of Institutional Partnerships and Events. This is a temporary position from January 2, 2025, to March 31, 2025. The hours will fluctuate between 20 and 40 hours per week depending on job needs. Other than February 27, 2025, the work will be during the day.

Pay is \$25 per hour.

Como Friends is a nonprofit 501(c)3 organization that inspires community generosity in support of Como Park Zoo and Conservatory so it thrives for generations to come.

How to Apply

Send your resume and cover letter to comomembership@comofriends.org by 5 p.m. on Wednesday, December 3, 2024.