

Job Title: Event Assistant (Part-Time)

Department: Events

Supervisor: Events Coordinator

Status: Non-Exempt / Part-Time

Summary

The Part-Time Event Assistant provides administrative and on-site support for events. This role assists with planning, client meetings, vendor coordination, cleaning and flipping rooms, and event-day operations. The Event Assistant must also be comfortable bartending and either have or obtain a bartender certification prior to event work.

Essential Duties and Responsibilities

- Attend client meetings to support the Events Coordinator for events will be working and take notes on logistics and expectations (some meetings may occur outside the main event season).
 - Assist with planning and managing timelines for all event activities assigned.
 - Assist in overseeing event-day logistics and participate working hands-on at events.
 - Assist bartenders as needed during events; must be comfortable serving and handling alcohol responsibly.
 - Maintain detailed records of event plans, communications, and tasks.
 - Support the event team with administrative tasks such as preparing reports, presentations, and correspondence.
 - Help set-up for events.
 - Help clean the lodge, tear down events, and flip the room.
 - Help troubleshoot problems or last-minute changes to ensure smooth event execution.
 - Participate in post-event debriefs and provide feedback for process improvements.
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Qualifications

- Previous experience in event planning, hospitality, or administrative support preferred.
 - Must have or obtain bartender certification prior to events.
 - Comfortable bartending and handling alcohol responsibly.
 - Strong organizational and time-management skills.
 - Excellent written and verbal communication skills.
 - Ability to manage multiple tasks and deadlines simultaneously.
 - Proficiency with Microsoft Office Suite (Word, Excel, Outlook, PowerPoint); experience with event software is a plus.
 - Strong attention to detail and accuracy.
 - Ability to work independently and collaboratively.
 - Flexible availability including evenings, weekends, and occasional holidays, depending on event schedule.
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Physical Demands

- Regularly required to stand, walk, bend, lift, and carry tables and chairs.
 - Must be able to lift up to 40 lbs.
 - May occasionally assist with light setup or event-related materials.
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Work Environment

- On-site event support.
 - Fast-paced environment during event setup and execution.
 - Exposure to event-related conditions such as noise, crowds, and occasional outdoor areas.
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Employment Type & Schedule

- Part-time, hourly position.

- Event season: April–October.
 - Flexible schedule based on event bookings, including evenings, weekends, and holidays as needed.
 - Attendance at client meetings outside the event season may be required.
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Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Problem Solving – *Identifies and resolves problems in a timely manner; works well in group problem-solving situations; uses reason even when dealing with emotional topics.*

Project Management – *Completes projects on time.*

Interpersonal Skills – *Focuses on solving conflict rather than blaming; maintains confidentiality; listens actively; keeps emotions under control; remains open to others' ideas and tries new approaches.*

Oral Communication – *Speaks clearly and persuasively in both positive and negative situations; listens and seeks clarification; responds well to questions; participates effectively in meetings.*

Written Communication – *Writes clearly and informatively; edits work for spelling and grammar; reads and interprets written information effectively.*

Teamwork – *Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to a positive team spirit; prioritizes team success over personal interests; builds morale and group commitment to goals.*

Diversity – *Demonstrates knowledge of EEO policies; shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment-free environment; supports building a diverse workforce.*

Ethics – *Treats people with respect; keeps commitments; inspires trust; acts with integrity; upholds organizational values.*

Organizational Support – *Follows policies and procedures; completes administrative tasks accurately and on time; supports organizational goals and values; participates in activities that benefit the organization; supports affirmative action and respects diversity.*

Judgment – Willingness to make decisions; exhibits sound and accurate judgment; explains reasoning for decisions; includes appropriate people in decision-making; makes timely decisions.

Motivation – Sets and achieves goals; demonstrates persistence; overcomes obstacles; measures self against standards of excellence; takes calculated risks to accomplish goals.

Planning/Organizing – Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives.

Professionalism – Approaches others tactfully; reacts well under pressure; treats others with respect regardless of status; accepts responsibility for actions; follows through on commitments.

Quality – Demonstrates accuracy and thoroughness; seeks ways to improve quality; applies feedback to enhance performance; monitors own work for quality.

Quantity – Meets productivity standards; completes work in a timely manner; strives to increase productivity; works efficiently.

Safety and Security – Observes safety and security procedures; determines appropriate actions beyond guidelines; reports unsafe conditions; uses equipment and materials properly.

Adaptability – Adjusts to changes in the work environment; manages competing demands; modifies approach or methods as needed; handles frequent changes, delays, or unexpected events.

Attendance/Punctuality – Consistently at work and on time; ensures responsibilities are covered when absent; arrives punctually for meetings and appointments.

Dependability – Follows instructions; responds to management direction; takes responsibility for actions; keeps commitments; works long hours when necessary; completes tasks on time or communicates alternate plans.

Initiative – Volunteers readily; engages in self-development; seeks increased responsibilities; takes independent actions and calculated risks; identifies and seizes opportunities; asks for and offers help proactively.

Innovation – Displays original thinking and creativity; meets challenges resourcefully; generates suggestions for improvement; develops innovative approaches; presents ideas effectively to capture attention.

Equal Opportunity Statement

Seven Oaks Recreation is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, ancestry, pregnancy status, sex, age, marital status, medical conditions, sexual orientation, gender identity or expression, veteran status, or disability status.