

## Event Assistant

The Hillcrest Business Association is a mutual benefit corporation dedicated to improving the neighborhood of Hillcrest, San Diego, both physically and economically. As part of this work, the HBA produces a campaign of weekly, monthly, and annual events.

### **About us**

The Hillcrest Business Association produces well known neighborhood events in the neighborhood of Hillcrest. The HBA produces events such as the Hillcrest Farmers Market, Pride of Hillcrest Block Party, CityFest, and Taste of Hillcrest. These events promote Hillcrest while raising funds for the HBA's charitable mission.

The HBA's mission is to improve the neighborhood of Hillcrest both physically and economically.

### **Job description**

The Event Assistant is a part-time employee of the Hillcrest Business Association (24 hours a week) and reports to the Special Event Coordinator. The position assists the Special Event Coordinator and Farmers Market Manager in implementing programs related to the HBA's special events.

The activities of the program manager fall under these areas:

Event production:

- Assist the Farmers Market Manager with the weekly staffing of the information booth at the Hillcrest Farmers Market including but not limited to setting up the booth and retail display, providing information to customers, selling concessions, tracking concession inventory, and engaging with vendors.
- Assist the Special Event Coordinator with the planning and implementation of monthly events such as Walk in ART including but not limited to:
  - event planning such as solicitation of artists and vendors; event promotion; data collection and entry; and communications;
  - day-of-event activities such as setting up logistical elements; checking IDs; and troubleshooting vendor issues;
- Assist the Special Event Coordinator with concession design (such as developing new T shirts) and activation development.
- Assist the Special Event Coordinator with large scale event production including but not limited to:
  - event planning such as vendor data entry and management; permit preparation; vendor solicitation at third party events; door to door notice distribution; and other tasks as required.

- day-of-event activities such as vendor load-in and management; working with regulators; checking IDs; and troubleshooting vendor issues.

Required Qualifications:

Bachelors degree, preferably in Marketing, Urban Planning, Public Administration, Event Management, Public Relations, Journalism, or Communications.

Required Skills:

- Excellent written and verbal skills in English and Spanish.
- Experience with nonprofit related CRM software such as Donor Perfect, Neon CRM, or Salsa.
- Experience with website management applications (such as Squarespace) and email delivery platforms (such as Constant Contact).
- The ability to work well under deadlines, and manage several projects simultaneously.
- Business district, nonprofit organization experience.

Job Type: part-time (20 hours per week)

Salary: \$19.00 - \$22.00 per hour

Language:

- Bilingual Spanish speakers preferred.