



Special Events Assistant (Contract Position)

High Voltage is looking for a special events assistant to help with educational and recreational activities for youth and senior citizens in New Orleans.

We are seeking an ambitious, energetic, and collaborative individual to serve as the organization's Special Events Assistant. This position requires excellent attention to detail, solid follow-up skills, and the ability to effectively prioritize. At least 1 year special event experience is preferred, grant writing is a plus. Hours are flexible (10-15 hours per month depending on event schedule).

Responsibilities Include:

Assist with all aspects of special event planning, execution and logistics (materials, supplies, publicity, ordering goods and services)

Make requests (via phone and in writing) for sponsorships and other gifts

Ensure budgetary compliance for events by tracking income and expenses

Travel to event location maybe required if needed

Requirements:

A minimum of two to three years related administrative experience and/or training (preferably in a nonprofit development office)

Excellent interpersonal and public relations skills; professional phone skills and excellent written and verbal communication skills

Significant attention to detail, excellent organizational and writing skills and the ability to work quickly and efficiently

Detail-oriented self-starter who can efficiently meet deadlines

Compensation is based on experience. This is a hybrid position (virtual and event locations) .

Please email your resume and cover letter to: [**highvoltageyouthcamp@gmail.com**](mailto:highvoltageyouthcamp@gmail.com)

Closing Date: **November 15, 2022**