Event Assistant: Non-Profit Event in San Francisco (Oct 19th)

Hello - I’m contacting you on behalf of OWL- Advancing Diversity in leadership, a non-profit organization that works to promotes and develop diverse leadership to advance ophthalmic innovation and patient care.

We host several events throughout the year where we ask local universities that offer Hospitality/ Hotel Management programs to help us find interns that are interested in gaining hands-on experience. We offer them a stipend for helping us for a few hours. Their assistance would involve simple tasks – directing people, helping attendees find the meeting rooms, and assisting with checking them in at the registration desk.

We’re planning one event for possibly 200-250 people on **October 13th, 2019** and are looking for about 5 assistants.

**Position Details**

**Event assistants** needed for one conference event near the Moscone Center in Downtown San Francisco on October 13, 2019. Assistants will be needed for 2 hours.

Event details:
**Sunday, October 13, 2019; 4:30-6:30 pm**

Role Responsibilities:
Primarily help with event registration/check-in and greeting attendees, handing out name tags, providing directions and helping attendees find the meeting room, may help with event setup (light work) and distributing materials, along with additional simple tasks. The majority of the work is when attendees are rolling in and need to be checked in to ensure we process them efficiently.

We ask that assistants wear solid colored dress pants or skirt (black or tan preferred - no denim please). Event t-shirt will be provided to wear.

Compensation: **$50 Visa Gift Card at the end of event**

To apply, please send a brief resume outlining experience in a similar role to jhatcher@owlsite.org.

Best,
Jasmine

~

OWL
Advancing Diversity in Leadership

**Email** jhatcher@owlsite.org
**Web** www.owlsite.org | owlmembers.org