Job Posting – May 2021
Events & Program Development Assistant

Job Type: Part-time Paid Internship

Pay: $15.00/hour

Hours: 10-12 hours/week

Description:
Walnut Creek Downtown Business Association is a 501 (c)6 non-profit organization, with a mission to revitalize and support the businesses community in Downtown Walnut Creek through Marketing, Events, Beautification, and Advocacy. Some of the events and programs WCD is responsible for include: Walnut Creek First Wednesdays, Oktoberfest, Uncorked, Trick-or-Treat, Painted Pianos, and Downtown Stages. This position will assist WCD staff with implementation of new and existing events and programs. WCD follows all COVID-19 health & safety guidelines. Please visit www.walnutcreekdowntown.com to learn more about our organization.

Responsibilities:
- Establish and maintain relationships with vendors and event stakeholders
- Assist with event coordination as assigned by the Event Manager & WCD Staff
- Address potential problems and assist the Event Manager with creating and implementing solutions
- Maintain a working knowledge of a wide variety of events, and assist with the tracking and status of event deliverables
- This position reports to the WCD Event Manager, however additional duties related to event/program development may be assigned by other WCD Staff as necessary

Skills:
The right candidate for this position possesses:
- Excellent customer service and client relations skills
- The ability to multitask efficiently
- Knowledge of all MS Office Applications (Excel and Teams experience is highly desirable)
- Basic graphic design skills or light experience with MS Paint, Powerpoint, Canva, or Adobe for creating logos, signs, presentations, etc., is preferred
- Ability to lift/carry up to 25lbs and stand for long periods of time during events.
- Ability to work both remotely and in-office
- Availability to work some weeknights/weekends for events, as needed
- Access to a reliable laptop computer and high-speed internet to use for necessary work

Education:
- High School Diploma
- 1-2 years of higher education
- Concentrations in the following areas or similar fields are highly preferred, but not required:
  o Business Administration
  o Hospitality & Event Planning
  o Communications or Public Relations

To apply, please send your resume and contact info to ashley@walnutcreekdowntown.com. Thank you.