

Job Description

Part time Events Support Associate

New Life Team: Building Department

Supervisor: Ed Gruber, Building Mechanic

Environment Setup

1. Work with your team of staff and volunteers in a way that fosters, hospitality, service, and excellence. Participate in managing the operations of the team, in everything from budgeting to hiring to inventorying and reordering supplies.
2. Work with event organizers to understand their needs and your team to complete weekday and weekend setups for regularly scheduled and special events at New Life - setting up tables, chairs, beverage stations, A/V equipment, and so on - and monitor events to make sure that their organizers have everything they need.
3. Perform general maintenance duties, such as resetting of rooms used for events, trash removal, and cleaning of floors, furniture, and kitchen items.
4. Decorate and undecorate the building for the Christmas season in coordination with our Building Manager.

Calendar Coordination – All tasks are as required by Supervisor.

1. Maintain calendar of building events and pending requests:
 - a. Coordinate room, and resource requests and check for potential conflicts with other important events.
 - b. Attend calendar planning meetings as needed.
2. Coordinate event logistics for internal and external events (rentals): set-up/breakdown, A/V, promotions, room booking and resources. Coordinate with peers, other departments, and event organizers to respond to questions, concerns, and resolve operations issues as required by supervisor.
3. Coordinate event cancellations due to holiday and other building closures (e.g. severe weather closures).

Hours: up to 20hrs per week

Workdays: as determined by Supervisor. Nights and weekends will be required.

Salary: \$17/hour

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