

**Job Title: Special Events Associate, Part-Time**

**Department: Special Events**

**Reports to: Events Director, Maura Sartory**

**Company Overview:** Meals on Wheels of the Palm Beaches (MOWPB) is a non-profit dedicated to nourishing and enriching the lives of homebound seniors by providing fresh food daily with compassion and love. We execute two major events each year, “Pie It Forward” and the “More than a Meal Luncheon and Auction”. As a Special Events Associate, you will have the opportunity to gain hands-on experience in the exciting world of event management and learn about a meaningful, community-based non-profit organization.

**Job Description:** MOWPB seeks a motivated and organized Special Events Associate to join our team. The Special Events Associate is responsible for assisting with the planning, coordinating, and executing various special events. This includes creating and distributing promotional materials, coordinating logistics between donors, vendors, and sponsors, managing database files, and producing social media content. This person will work closely with an established and experienced professional and volunteers to help support the mission.

**Responsibilities:**

**1. Event Planning Support including but not limited to:**

- Assist in researching event venues, vendors, and suppliers.
- Manage RSVPs and guest lists.
- Follow up with sponsors and donors to confirm event support and facilitate benefits.
- Coordinate logistics between venues, vendors, donors, and sponsors.
- Attend planning meetings and pre-event receptions

**2. Event Logistics:**

- Work closely with the Director to create event schedules and logistics to ensure successful events
- Support event setup teardown, and equipment arrangement.
- Coordinate and assist with event registration, check-in, and guest services.
- Ensure all event materials and supplies are organized and readily available.
- Help manage event inventory and equipment
- Coordinate and oversee event volunteers
- Other duties as assigned

**3. Marketing and Promotion:**

- Assist in developing promotional materials and content for events.
- Create content and posts for social media accounts and online presence.
- Aid in updating and managing website content.
- Participate in the distribution of marketing collateral and outreach efforts.

**4. On-Site Event Support:**

- Work closely with the event director to ensure smooth execution.
- Maintain records and supply inventory
- Assist with guest management, VIP services, and attendee inquiries.
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**5. Post-Event Evaluation:**

- Assist in developing polls to gather feedback from event attendees and stakeholders.
- Participate in post-event debrief meetings to identify areas for improvement.
- Contribute to the preparation of event recap reports.
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**Qualifications:**

- Graduate or currently enrolled in a relevant undergraduate program (Communications, Event Management, Marketing, Non-Profit, etc.).
- Strong organizational and time management skills.
- Excellent communication skills, both written and verbal.
- Proficiency in Microsoft Office Suite.
- Proficiency in Social Media
- Ability to work independently and as part of a team.
- Enthusiasm for the event industry and a willingness to learn.
- Flexible schedule, including the ability to work evenings and weekends as needed for events.
- Attention to detail and a proactive problem-solving mindset.
- Previous event planning or related experience is a plus but not required.

**Schedule:**

- Part Time (25-30 hours per week), \$17.00-\$20.00 per hour
- Flexible hours, including evenings and weekends as needed

**Application Instructions:** To apply for the Special Events Associate position, please submit your resume and a cover letter detailing your interest in event management and relevant experience.

[msartory@mowpb.org](mailto:msartory@mowpb.org)

Background Check required

Meals on Wheels of the Palm Beaches is an equal-opportunity employer.

We encourage candidates from all backgrounds to apply.