



Job Title:	Event Assistant
Department:	Event Sales & Planning
Reports To:	Event Assistant Lead
Classification:	Part-time/Seasonal, Hourly/Non-exempt
Work Schedule:	Varies; will include nights and weekends
Job Location:	Bainbridge Island Campus
Pay Range:	\$15.00 per hour
Benefit Package:	This position is not a benefitted position

Overview:

The Event Assistant is responsible for onsite management of event details required for smooth operations of conferences, retreats, weddings, auctions, special events, and community programs at IslandWood to ensure an exceptional customer experience.

Responsibilities:

- Coordinates details and on-site changes with guests and internal teams to ensure a safe and exceptional experience within the capabilities and requirements of IslandWood.
- Ensures that meeting spaces and lodging are ready and available for guests as scheduled.
- Ensures that delivery tasks scheduled on Group's Agenda are fulfilled per client and guest needs.
- Checks in with guests, hospitality services, and the kitchen to make sure operations are running as scheduled and communicates changes in a timely manner to uphold quality delivery.
- Knowledge of general operations and emergency procedures required when guests are onsite.
- Ability to make initial assessment in an emergency or contact the appropriate party on the IslandWood emergency contact list or outside agency (911).
- Operational knowledge of key components required for programs when other staff are not available (gate codes, keys, security system, AV operations, phone needs, timers on heating and ventilation units, etc.)
- Assists with coordinating pre-event procedures; welcome notes, signs, keys, registration and marketing materials, rooming lists, etc., with necessary departments in a timely manner.
- Provides lead coverage when the Event Planner or Event Assistant Lead is not on site.
- Completes other tasks and special projects as assigned by the Event Assistant Lead or Event Planners.

Required Qualifications:

- Minimum of one year of experience in the hospitality industry, coordinating events, or facility operations.
- Professional customer service and clear communication skills.
- Ability to take initiative and prioritize tasks; problem-prevention and problem-solving skills.
- Strong computer skills and knowledge of Microsoft Office; ability to work on a variety of software as trained (Salesforce and EventPro).
- Willing and available to work evening and weekend shifts, as needed.
- Demonstrate IslandWood's core values that enable teams and individuals to succeed with shared respect and purpose.

ISLANDWOOD JOB OPPORTUNITY

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Required Qualifications: (continued)

- Support IslandWood’s strategic plan to expand our mission and impact, and commitment to mission, vision, values and goals of IslandWood.
- Commitment to support IslandWood’s work towards equity, diversity and inclusion in the workplace.
- Must be able to comply with and maintain a drug-free work environment.
- Must pass child safety screening procedure; post-offer.

Application Requirements:

Please submit a cover letter, resume and three current references to employment@islandwood.org and please clearly state “Search for Event Assistant” in the subject line.

Or, complete and submit an [Application for Employment](#) form to employment@islandwood.org and please clearly state “Search for Event Assistant” in the subject line.

Or, mail/deliver either of the above to: Search for Event Assistant
IslandWood
4450 Blakely Avenue NE
Bainbridge Island, WA 98110

IslandWood is an Equal Opportunity Employer and welcomes applications from qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, pregnancy, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws. We encourage diverse applicants because we believe having a staff that authentically reflects the community we serve is critical to our ability to be culturally responsive.