**JOB OPPORTUNITY**

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.

Effective 01 June 2021, IslandWood will require all staff, volunteers, docents, interns, and graduate students to receive a COVID-19 vaccine and to provide proof of inoculation.

This decision is intended to aid in the safety and health of all persons delivering and/or supporting program delivery, our clients, and students. Waivers are available for medical and religions exemptions.

**Job Title:** Event Assistant  
**Department:** Event Sales & Planning  
**Reports To:** Event Planner  
**Classification:** Part-time/seasonal, Hourly/non-exempt  
**Work Schedule:**Varies; will include nights and weekends on Bainbridge Island Campus  
**Pay Rate:** $17.00 per hour  
**Benefit Package:** This position does not qualify for benefits

**Overview:**  
IslandWood’s mission is to provide exceptional learning experiences to inspire lifelong environmental and community stewardship; our 250-acre campus is located on Bainbridge Island. 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.
- 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, 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.
- Support IslandWood’s strategic plan to expand our mission and impact, and commitment to mission, vision, values and goals of IslandWood.
Required Qualifications:

- Minimum 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; be welcoming, engaged, curious, accountable, and adventurous.
- Commitment to support IslandWood’s work towards social justice, 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 two current references OR an Application for Employment to:

By email to: employment@islandwood.org and state “Search for Event Assistant” in the subject line.
By mail to: IslandWood, Search for Event Assistant, 4450 Blakely Avenue NE, Bainbridge Island, WA 98110

Notes: Application forms are available on our website at www.islandwood.org in English and Spanish.

Position Posted: February 2022
Application Deadline: Open until filled
Start Date: ASAP

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.