EVENT ASSISTANT- ORANGE COUNTY SUSTAINABILITY DECATHLON
JOB ANNOUNCEMENT

TITLE Event Assistant- Orange County Sustainability Decathlon
FLSA STATUS Non-Exempt
PAY CLASS Part-Time, Temporary Assignment (July – October 2023)
REPORTS TO Event Director
LOCATION Remote/Hybrid/Costa Mesa, CA

Who is Charitable Ventures? What is the Orange County Sustainability Decathlon?

Charitable Ventures was created to make sure nonprofits are resilient, effective and empowered so they can serve their communities when they are needed most. Aiming to make our community more socially, racially and economically just, our employees guide and design strategies to effectively address those needs.

Funded by the State of California, OCSD is an exciting new competition that motivates and empowers California’s best and brightest to lead the state’s transition to 100% renewable energy. The leadership team is looking for an all-star to join their efforts and be mentored in the development of their future career. For additional information visit: https://ocsd23.com/

Job Summary/ Duties and Responsibilities

This part-time position is ideal for a candidate that has an eye for successful event planning and is extremely well organized. This role will play a key part in assisting the event director with the final details of this inaugural event at the OC Fair & Event Center in Costa Mesa, California.

DUTIES AND RESPONSIBILITIES

- Understand the goals and metrics for OCSD and STEAM Student Showcase.
- Ability to work both remotely and in-person, as needed.
- Attend virtual meetings and follow-up with agreed action items
- Outreach to local schools regarding special events (Educational Day) and update event logistic communications
- Coordinate STEAM Student Showcase participants’ logistics to the event location.
• Oversee the registration area; become familiar with the registration tool used in the event, registration process, and badge printing.
• Coordinate deliveries, assembly and disassembly of items for OCSD’s event spaces according to approved plans.
• Assist with off-site errands and events, as needed
• Maintain inventory of OCSD items and distribution areas during event.
• Circulate at different areas of the event to observe and maintain smooth operations.
• Assist with award ceremonies including revising scripts, communication updates with speakers and OCSD Leadership.
• Execute final checks on the day of the events (e.g., tables, technology) to ensure everything meets OCSD standards.
• Assist with finalizing the event’s hospitality catering.
• Assist in obtaining event data and submit reports concluding the event.

What are the desired qualifications?

Education:

HS diploma or equivalent required.

Qualifications and Requirements:

• Organized and detail oriented
• Professional communication
• Self-Motivated
• Computer proficient, including MS Office suite (Word, Excel, Teams)
• Must have a reliable vehicle, valid driver's license, and ability to drive to and from each event
• Ability to work in-person during the event’s assembly, public exhibit, and disassembly periods at the OC Fair & Event Center from 9/18/2023 to 10/31/2023
• Event assistant experience is preferred
• Ability to work 20-29 hours per week. This position may require overtime.

Compensation  Commensurate with experience, education, and market ($22 - $28 per hour)

Applications: Please send cover letter and resume to kristinalamb@ocsd23.com
Charitable Ventures is committed to the principle of equal employment opportunity. In all that we do, Charitable Ventures supports its clients, projects, staff and partners through our commitment to equity, economic and social justice, diversity and inclusion, and in ways that uplift our communities’ assets and potential.