



## ***COMMUNITY EVENTS PLANNER ASST.***

### **Position Summary:**

With guidance and support from the Canyon Community Alliance (CCA) Board, the Community Events Planner Assistant will aid in organizing and coordinating engaging events that foster community connection.

This role helps to foster community engagement through events where people can gather and have fun throughout the year. To meet with each other, get to know each other, and network with neighbors for collaborative efforts.

**Type:** Volunteer

**Duration:** On-going

**Hours:** 4-8 hours per/week initially, 5-15 hours/month on-going

### **Role and Responsibilities:**

- Event Planning
  - Support the planning and organization of community events, focusing on logistics, scheduling, and promotion.
- Team Coordination
  - Collaborate with volunteers, organizations, partners, and Community Events Planner to ensure seamless event execution.
- Communication
  - Promote events through social media, flyers, and community outreach efforts.
  - Maintain communication with all involved parties from conception to execution.
- Setup and Cleanup
  - Help set up before events and clean up afterward to ensure a positive experience for all attendees.
- Support
  - Serve as a friendly point of contact for attendees and a helping hand during events when a need presents itself.

### **Desired Qualifications / Experience:**

- Enjoys getting things done
- Good communication skills and team collaboration
- Ability to work constructively with multiple organizations and people
- Organization and execution of events or similar experience
- Familiar with event and personnel scheduling
- Familiar with project management
- Has a desire to contribute to the Valle community