



## Special Events Assistant

**Supervisor and Department:** Special Events Coordinator, Resource Development

**Who You Are:** You love connecting and collaborating with others. You are organized, flexible, and resourceful in the face of unexpected challenges. You want to be part of a group of like-minded people who share similar values, and you're looking for an organization that welcomes everyone into the mission. You are seeking an opportunity to be part of something larger, more impactful. If this sounds like you, please allow us to introduce ourselves.

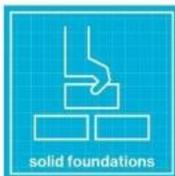
### Who we are:

Habitat for Humanity of Metro Denver (Habitat Metro Denver) is part of a global, nonprofit housing organization that seeks to put God's love into action by bringing people together to build homes, communities, and hope. Habitat for Humanity was founded on the conviction that everyone needs an affordable, healthy, and stable place to live in dignity and safety, and that affordable housing should be a matter of conscience and action for all.

To achieve our vision of a world where everyone has a decent place to live, Habitat Metro Denver builds, renovates, and sells homes in partnership with low- and moderate-income families. The organization also works with existing low-income homeowners in formerly red-lined Denver neighborhoods to do critical home repairs. Throughout its 42-year history, Habitat Metro Denver has served more than 2,500 households and is the 8th largest producer in the Habitat U.S. network.

### How We Succeed Together:

Habitat Metro Denver's **Cultural Blueprint** highlights the specific behaviors and mindsets that support our core values and guide day-to-day decisions, behaviors, and interactions of every person within our organization.





## Special Events Assistant

**Overview:** Throughout the year, Habitat Metro Denver plans a variety of events that connect volunteers, sponsors, staff, and homeowners to our mission and community. The Special Events Assistant will work alongside the Special Events Coordinator to provide crucial support in planning and executing these events. This volunteer will help prepare for upcoming events, provide day-of-event support, and coordinate volunteers to create a positive experience for all participants. Flexibility and creative problem-solving are key to this role.

### Major Responsibilities:

- Become a Habitat for Humanity ambassador to our community members by embracing our Cultural Blueprint
- Train with the Special Events Coordinator on the use of event supplies, equipment, and the different supply needs per event type
- Collaborate with the Resource Development team, staff, volunteers, and other partners to help host Habitat events.
- Attend occasional event meetings, including online calls to prepare for events, or in-person tabling opportunities in the community
- Support occasional pre-event tasks, which includes processing name tags, hanging signage, printing documents, applying labels, monitoring event email (only during large events), data entry, and loading event supplies in and out of a Habitat vehicle
- Provide day-of event support and management, including set-up, guest check-in, facilitating activities, coordinating volunteers, and clean-up.
- Support post-event wrap-up administrative tasks, such as entering walk-up registrant data, logging attendance, logging vendor information, survey reporting, and recording data

**Time Commitment:** Approximately 5-15 hours a month, as needed. Availability for weekdays and occasional weekends is preferred.

### Knowledge, Skills & Abilities:

- Ability to pass a background check
- High level of interpersonal skills: able to warmly communicate with and lead staff, donors, partners, homeowners, volunteers, and vendors
- Highly collaborative team player who strives for excellence and works independently
- Resourceful, flexible, and a creative problem solver; ability to remain calm, personable, and find solutions when unanticipated challenges arise.

### PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS POSITION:





- Able to load event supplies into and out of the van, including lifting 40+ pounds.
- Able to stand for up to 5 hours per day.
- Able to operate a computer, software, hardware, telephone, printer, and other office equipment.
- Able to operate miscellaneous event equipment, with training. This includes sound equipment, large canopies, large table setup, chair setup, popcorn machines, yard games, etc.

**Required training:**

- Habitat Volunteer Orientation
- Training on different event types and their set-up and volunteer needs
- How to use event equipment, such as proper tent setup, and audio equipment
- Training on minor administrative event close-out tasks
- Coordinating volunteers

**Location:** Remote availability for event logistics preparation, Habitat event sites across the Metro Denver area, and main office location: 430 S Navajo St, Denver Colorado 80223

**Impact:** The Special Event Assistant Volunteer's assistance in setting up and managing events, organizing materials, supporting guests, and assisting with activities will help ensure Habitat's events are smooth, positive experiences for the Habitat community. Their work will directly contribute to Habitat Metro Denver's ability to serve families in need, build a strong network of support, and provide safe, affordable housing solutions. An enthusiastic presence and commitment will foster unity, raise awareness about our programs, and inspire others to join our cause, making a lasting difference in the lives of the families Habitat serves.

**Volunteer Benefits:**

- Camaraderie with a welcoming team of staff and volunteers (including BBQs/happy hours/formal recognition events)
- Habitat swag
- 25% off select donated items and 15% off purchased product at the 4 Metro Denver Habitat ReStores
- Develop professional and leadership skills
- Scholarship towards a week-long Habitat Denver Global Village Trip after one year of service