

Events & Development Assistant



Reports To: Director of Marketing

Collaborates with: General Manager, Sal y Luz Operations Manager, Finance

Part-time Position

Hourly, non-exempt

Home Based Position in Magic Valley

Primary Function: The Events and Development Assistant is responsible for the seamless integration of Sal y Luz events with the organization's donor, media, program, and communications efforts. The ideal candidate will work an average of 20 hours per week, which will increase up to 40 hours around major events and occasional weekends and evenings when needed. This position requires substantial discretion in determining how to meet assigned goals and event-related deadlines.

Essential Duties and Responsibilities

Events Management (2-3 events per year):

- Manage event logistics and internal communications including staff responsibilities, guest lists, contracts, venue, music, menus, photography, seating charts, and other event production tasks
- Assist with event-related correspondence (e.g., sponsorship solicitations, thank you letters, blog updates, invitations, honoree requests, etc.)
- Maintain master prospective sponsor and participant invitation lists
- Create and track event budgets and timelines
- Oversee work produced by designers, printers, caterers, and other event vendors
- Draft and issue regular event status reports
- Manage registration and confirmed sponsorship lists

Development Management:

- Assist in creation and distribution of appeal letters, press releases, email-blasts, and marketing materials
- Coordinate media efforts (website, Facebook, etc.) as needed
- Maintain and development relationships with donors and prospective donors
- Maintain and development relationships with parishes, parish staff and priests
- Attend parish ambassador and staff meetings



Required Knowledge, Skill and Abilities:

- At least 2 years of work or related experience in event management or nonprofit development responsibilities
- Education: Bachelor's degree (B.A./B.S.) preferred
- Bi-lingual (Spanish & English)
- Be a practicing Catholic
- Ability to manage multiple tasks and responsibilities efficiently and effectively with an acute attention to detail
- Ability to communicate effectively in writing and verbally
- Basic computer literacy with knowledge Excel, Word