



The **PLAyFUL** Child Foundation

Event Planner Assistant

Do you have the ability to manage multiple tasks with ease, and lead others toward a goal with authoritative exuberance? The Playful Child is looking for a well-spoken, confident, and organized person to join our team as an event planner extraordinaire. This person will contact local businesses to set up monthly restaurant fundraisers around the Greater Austin area, solicit and collect donations from local businesses, and assist with the planning and execution of larger events as they are set. This position can be done remotely with frequent check-ins via phone, email, messenger, or other remote communication systems. You will work closely with the executive director, Julie Damian, and board members to make sure events go smoothly and are well promoted. You may be responsible for helping to recruit volunteers as well. The person who fills this position will be detail-oriented, well spoken, confident in face-to-face and written communication, as well as, phone conversations. You will need transportation to assist with the pick-up of donations from local businesses. The person who fills this role should be an out of the box thinker who brings ideas to the table about how to raise funds through creative and unique family events, and also have the ability to follow directions and work well as a team member. The ideal candidate is passionate about our mission and goals and willing to help us grow. This position is unpaid but is an excellent resume builder. If you think your experience and expertise match our needs please submit a resume and cover letter to theplayfulchild@yahoo.com.

The event planning assistant should be able to commit 6 months to a year to The Playful Child Foundation. This position will require 10-15 hours a week depending on planned events. It is flexible around your schedule.

Please direct application to Julie Damian, The Playful Child Foundation executive director and founder.