



Events Assistant Job Description

Position: Events Assistant
Status: Regular, Full-Time, Non-Exempt
Hours: 30-40 hours per week, Sunday through Thursday primarily afternoons and evenings. Hours will include some weekends and holidays on occasion. Schedule will change weekly.
Reports to: Events Manager

Position Overview

The Events Assistant supports and takes direction from the Events Manager to execute and operate events and programs on and offsite for the Foundation. The Events Assistant works behind the scenes, running and handling tasks to ensure that the event is executed as creatively as possible working primarily evenings and Sundays, as well as throughout the week.

About the Leichtag Foundation

The Leichtag Foundation ("Foundation") is a private independent foundation located in Encinitas, California, with a strong interest in advancing the North County coastal region of San Diego where our founders Lee and Toni Leichtag, of blessed memory, lived and worked. The Leichtag Foundation also supports programs in Jerusalem, Israel. The Foundation currently holds approximately \$112 million in assets and has granted about \$115 million since its inception in 1991—more than half of this since becoming independent in 2008. The Foundation focuses its philanthropy on combating poverty and increasing self-sufficiency for residents of coastal North County; supporting and inspiring vibrant Jewish life in coastal North County; stimulating renewal, service, and social activism in Jerusalem, Israel; and building strong connections and relationships between San Diego and Israel.

In 2012, the Leichtag Foundation purchased the former Paul Ecke Ranch in Encinitas, California which we have renamed Leichtag Commons. The Foundation's goal for this 67-acre agricultural property is to create a physical platform for the advancement of the strategies listed above and a cultural and community resource for the San Diego region. With breathtaking views of the Pacific Ocean, a network of greenhouses, barns and other structures, and easy access to the public, Leichtag Commons is situated in an ideal North County location.

Essential Duties and Responsibilities

The essential functions include, but are not limited to the following:

- Assisting Leichtag Foundation, The Hive and Coastal Roots Farm with preparation for in-house meetings and events held onsite
- Assisting with setup, service, and breakdown of events and meetings, including pick up of supplies/food and clean up after the conclusion of an event or meeting
- Assisting with event trouble-shooting and problem solving any event-related issues
- Overseeing in-house technology in event spaces



Events Assistant Job Description

- Helping Events Manager create policies and procedures for each event space as well as before and after checklists and event requests
- Monitoring staffing per event on behalf of Events Manager. Potential staffing for events include: captain, greeters, coat check, registration, servers, bartenders, bar backs, tray passers, buffet attendants, bussers, chefs, grill cooks, carvers, setup, breakdown, audio/visual, servers, assistants, food runners, stewards, housemen, concession, demonstrators, ambassadors, marketing, communications
- Ensuring events comply with the local and national safety regulations and assists with getting the appropriate permits for events
- Assisting with catering for each client's need
- Managing or assisting with registration at events
- Greeting guests as they arrive
- Supporting event-related communications with all parties necessary including the Security Manager, Ranch Manager, Foundation directors, Communications and Outreach Team, etc.
- Confirming guest/attendees, including VIP participants
- Driving the golf cart as needed to shuttle guests
- Assisting with inventory tracking of event supplies
- Assisting with various aspects of event planning as directed, including but not limited to:
 - Determining event layouts, floorplans, site plans, and/or room diagrams
 - Managing seating arrangement logistics
 - Ensuring all audio/video needs are properly set up
 - Setting up platforms
 - Managing staging
- Maintaining common space for appearance and functionality
- Helping with staffing plans for large scale events
- Helping communicate rules and regulations to vendors and Event Organizers
- Collecting appropriate insurance and event checklists from Event Organizers
- Requesting and managing venue and events supplies, plus maintaining their storage areas
- Coordinating maintenance, janitorial, and cleanliness of office, events, and other spaces
- Maintaining a flexible schedule to work late nights & Sundays

Required Qualifications and Experiences

- 2-5 years of events, meetings, experience required
- Past experience directing communications with vendors required
- High school degree required
- Must be available to work nights and weekends, and maintain a flexible schedule to work other times during the day, as needed on an on call basis.
- Strong public relations and overall communications skills



Events Assistant Job Description

- Possession of technical knowledge in events, catering, project management, and/or program applications
- Ability to make fast, sound decisions
- Track record of being a strong team player
- Good problem solving skills
- Works well under pressure and in a fast-paced environment
- Flexible and willing to work simultaneously on a wide range of projects with the ability to prioritize tasks
- Cooperative, service-oriented attitude

Preferred Qualifications and Experiences

- Undergraduate degree and/or certificate in related hospitality field preferred

Reporting Relationship

Reports directly to the Events Manager.

Compensation

Salary commensurate with experience. The Events Assistant will work a minimum of 30 hours per week up to 40 hours per week, as directed by the Events Manager. The Leichtag Foundation offers a competitive benefits package.

Typical Working Conditions

The Events Assistant will work inside an office, as well outdoors. There will be exposure to Southern California outside temperatures, chemicals used in the agricultural industry, and loud noises.

Essential Physical Tasks

Continual walking, standing, climbing, stooping, bending, kneeling, reaching, lifting and carrying. The Events Assistant will use the following types of equipment in the course of performing essential functions of this position: dolly, carts, kitchen and catering appliances, tables, chairs, and furniture.

Equipment Used

Computer, printer, office equipment.

How to Apply

Please submit your resume to jobs@leichtag.org, and make note in the subject line of the email the name of the position for which you are applying.

The Leichtag Foundation is an equal opportunity employer.