



15279 Alton Parkway, Suite 300

Irvine, CA 92618

freewheelchairmission.org

Job Title: Miracle of Mobility Event Assistant

Reports To: Production and Event Manager

Location: Free Wheelchair Mission, Irvine CA

Status: Temporary Part Time

Free Wheelchair Mission (FWM) is a humanitarian, faith-based, non-profit organization based in Irvine, California, USA. Our mission is to "Transform lives through the gift of mobility to people with disabilities living in developing nations as motivated by Jesus Christ."

Job Summary:

The Miracle of Mobility Event Assistant's primary role will be to support the event team in preparation for event day, scheduled for Thursday, July 25, 2019. This is a temporary part time position approximately 15 hours per week and 20 hours the week of the event.

Responsibilities:

- Assist Event Manager the day before event with loading decorations, signage, and coordinate vendors arrival.
- Help solicit silent auction items.
- Manage all silent auction data entry for processing reports regularly.
- Work with silent auction company to build bid sheets, packages, and displays on event night.
- Silent auction follow up and collection of items.
- Other duties and tasks assigned by direct supervisor.
- Occasional evenings and weekends required.
- Share the message of Free Wheelchair Mission and our vision.

Minimum Experience and Required Skills:

- Highly organized and detail oriented.
- Multi-tasking, problem solving skills
- Strong computer skills, Excel experience
- Greater Giving experience preferred
- Minimum 2 years related role or Bachelor's Degree

Physical Demands:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must lift and/or move up to **50** pounds.

Compensation:

Dependent upon qualifications and experience.

How to Apply:

Please send cover letter and resume addressing your experience in regard to the responsibilities and qualifications listed above to jobs@freewheelchairmission.org with **Miracle of Mobility Event Assistant** in the subject line.

No phone calls please.

Free Wheelchair Mission is an EQUAL OPPORTUNITY EMPLOYER. This position is employed "at will" by Free Wheelchair Mission.