



15279 Alton Parkway, Suite 300  
Irvine, CA 92618

[freewheelchairmission.org](http://freewheelchairmission.org)

**Job Title:** Events Assistant  
**Location:** Hybrid, Irvine CA

**Reports To:** Director of Marketing  
**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.”***

***There are an estimated 80 million people around the world today in need of a wheelchair. We are focused and committed to being a leading provider of mobility in developing countries, but beyond placing a recipient in a wheelchair, we are bringing transformation that opens doors to education, employment opportunities, and community that these individuals only dreamed of before receiving the gift of mobility.***

***Free Wheelchair Mission is seeking an Events Assistant who not only meets the requirements of the job but has an interest in being part of an organization that is making a significant difference in the lives of individuals in need throughout the world.***

**Job Summary:**

This is a hybrid position. The Events Assistant’s primary role will be to support the Event Manager and the Marketing team in preparing for the Silent Auction for the upcoming Miracle of Mobility (MoM). In addition, the person in this role will also assist in other support for our Move for Mobility and Miracle of Mobility events, along with other local events. This is a temporary, part-time position working approximately 20-30 hours per week.

**Responsibilities:**

- Work with Miracle of Mobility event committees to develop silent auction packages.
- Solicit and secure silent auction item donations from various companies and contacts
- Complete all processes and forms required for each silent auction package.
- Assist Events & Campaign Manager leading up to and on the day of events.
- Help to load and tear down decorations, signage, and other event materials.
- Assist Events Manager leading up to and on the day of events.
- Coordinate with event vendors.
- Use Monday.com project management software and spreadsheets to track projects and materials.
- Other duties and tasks assigned.
- Occasional evenings and weekends required.
- Share the message of Free Wheelchair Mission and our vision.

**Minimum Experience and Required Skills:**

- Minimum two years related role and bachelor's degree.
- Highly organized and detail-oriented.
- Comfortable on the phone soliciting item donations.
- Event coordination and/or silent auction experience preferred.
- Strong computer skills including Microsoft Office suite and Web savvy.

**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, \$22-\$24 per hour.

**How to Apply:**

Please send a cover letter and resume addressing your experience regarding the responsibilities and qualifications listed above to [jobs@freewheelchairmission.org](mailto:jobs@freewheelchairmission.org) with **Events 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.