

# Events & Development Assistant



Reports To: Director of Marketing

Collaborates with: General Manager, Operations Managers, Finance

30 hours per week average

Hourly, non-exempt

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**Primary Function:** The Events and Development Assistant is responsible for seamlessly integrating Sal y Luz events with the organization's donor, media, program, and communications efforts. The ideal candidate will work an average of 30 hours per week, increasing to 40 hours around major events and occasional weekends and evenings when needed. This position requires substantial discretion in meeting 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, venue, music, menus, 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
- Oversee work produced by designers, printers, caterers, and other event vendors
- Manage registration and confirmed sponsorship lists

Development Management:

- Serve as a Point of Contact between community and Salt & Light/Sal y Luz Radio
- Help orient people about the mission of Salt & Light/Sal y Luz Radio
- Make phone calls to help promote events within the community
- Connect with other community leaders/businesses to provide information on services provided such as PSA's.
- Assist with event-related correspondence (e.g., sponsorship solicitations, thank you letters, invitations, etc.)
- Maintain master prospective business and participant lists
- Help coordinate media efforts (website, Facebook, etc.) as needed
- Maintain and development relationships with parishes, parish staff and priests
- 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