

We're Hiring



Title:	Christmas for the City Administrative Assistant
Reports To:	Christmas for the City Co-Producer
Hours:	3-5 hrs/wk Sept-Oct 7-8 hrs/wk in Nov-Dec 1-3 hrs Jan *Must be on site Dec 15-16
Compensation:	\$750 stipend

Summary of Position

Work closely with CFTC Co-Producers to ensure project management and moving pieces work together for a successful event.

Key Responsibilities

Meeting Management

- Assist Co-Producers in meeting scheduling and sending invites
- Ensure meetings minutes are sent out in a timely manner
- Work closely with area leaders on meeting goals and action steps

Marketing Assistance

- Assist with CFTC newsletter, marketing, and media release content acquisition, organization, and distribution
- Connect inquiries to appropriate sign up link, area leader, or resources

Area Management

- Run point on 5th street closing, security team, and outdoor vendors

Apply at: ChristmasForTheCity.com/apply
Info@ChristmasForTheCity.com