



Special Events Assistant

BACKGROUND

Since 1877, The Fresh Air Fund has unlocked the limitless potential of more than 1.8 million New York City children from low-income communities. Each year, thousands of children experience outdoor summer adventures through visits with volunteer host families along the East Coast and Southern Canada and at The Fund's camps in New York's Mid-Hudson Valley. Fresh Air children also participate in year-round leadership and educational programs. The Fresh Air Fund is an independent, not-for-profit organization.

The Fresh Air Fund is seeking a highly organized, detail-oriented Special Events Assistant.

The Special Events Assistant will support our Special Events Director by providing administrative support for all events, including two major galas as well as smaller events for major donors, board members, and volunteers. The Special Events Assistant will also provide general support to the Development Office under the guidance of the Director of Development.

RESPONSIBILITIES

- Process and generate all solicitation and thank you letters, invoices, and event reports
- Maintain invitation lists, track ticket sales, and RSVPs
- Coordinate the mailing of invitations, save the date cards, etc.
- Identify, research and oversee follow-up to potential donors and vendors
- Oversee New York City Marathon and Half Marathon teams including recruitment
- Provide additional administrative assistance within the Development Department as assigned

REQUIREMENTS / QUALIFICATIONS

- Bachelor's Degree and internship experience required; experience in an office setting preferred
- Enthusiasm for the mission of serving children in New York City's low-income communities.
- Excellent interpersonal and communication skills; able to represent The Fund well via phone and in-person; strong writing skills
- Excellent time management and organizational skills with strong attention to detail and the ability to multi-task
- Excellent computer skills (Microsoft Office - Excel, Word, PowerPoint); comfort with learning new systems and technologies; experience with Salesforce, a plus.
- A team player who is eager to collaborate within the department and across the organization
- Handles pressure with grace and diplomacy; able to anticipate problems and present solutions quickly
- Occasional evening hours and weekend work required as necessary.

HOW TO APPLY

Please email resumes and cover letters to devjobs@freshair.org with **Special Events Assistant** in subject. No calls please.

The Fresh Air Fund is proud to be an equal opportunity employer, committed to inclusive hiring, and dedicated to diversity in its work and on its staff. We strongly encourage candidates of all identities, experiences, orientations and communities to apply.