



JOB DESCRIPTION

Event Assistant/Intern, Part-Time Temporary

Children's HeartLink

Children's HeartLink is a nonprofit humanitarian organization based in Minneapolis. To save the lives of children with heart disease, we partner with organizations to train medical teams, provide education, and transform health care in underserved parts of the world. One in 100 children are born with a heart defect, and 90 percent of these children live where there is inadequate medical care. We currently support partner hospitals and programs in Brazil, China, India, Malaysia, and Vietnam.

Children's HeartLink Core Values

- Integrity: We build trusting relationships across cultures and honor our commitments.
- Innovate: We challenge the status quo, learning and improving.
- Collaborate: We work together and connect others to achieve desired results.
- Quality: We strive to deliver high quality programs and services.

Objective

This part-time temporary position will assist in the planning and implementation of a well-executed global hybrid fundraising event. This role will work closely with the Children's HeartLink Events Manager and Development and Communications team and provide the opportunity gain experience at a dynamic nonprofit organization with international reach.

Responsibilities

- Manage volunteer program for the event
- Enter auction information into auction database
- Prepare for in-person auction
- Assist with event day set-up and post-event follow-up
- Other event tasks as assigned

Skills and Qualifications

- Excellent interpersonal skills
- Ability to provide professional phone etiquette
- Exceptional verbal and written communication skills
- Ability to prioritize tasks and meet deadlines
- Strong attention to detail and highly organized
- Experience with Microsoft Office applications – Word and Excel
- Ability to take direction and work independently, self-starter
- Interest in nonprofit work in the areas of children's health or international development
- High school diploma or GED
- Completion of at least two years of college preferred, in communications, event planning or another related field

Time Commitment

This role is a three-month commitment, from the beginning of August through October 2022. Work hours will be approximately 20 hours per week with flexible work schedule to be arranged with Event Manager. Applicants must be available Friday, October 14, 2022, to attend the Children's HeartLink Global Hybrid Event in Minneapolis, Minnesota.

Compensation and Additional Information

- Salary for this position is \$15/hour.
- This position is part-time temporary and is not eligible for benefits or PTO.
- Physical demands are the ability to sit for extended periods of time with the use of computer, keyboard, and mouse. The job may include the ability to lift, move, or retrieve objects up to 30 pounds and bend, stoop, crouch, and reach to perform work functions.
- Children's HeartLink offers a hybrid work model, supporting remote and in-office work.
- Hired candidate shall reside in Minnesota at the time employment begins.

How to Apply

Qualified candidates should submit current resume to Ann Odens, Operations Manager, at ann@childrensheartlink.org.

Thank you for your interest in Children's HeartLink.