



*New Beginnings empowers survivors and mobilizes community awareness and action to end domestic violence.*

## EVENT ASSISTANT POSITION DESCRIPTION

### **HOURS:**

Flexible (events are as needed; office hours are also flexible but should be available on Tuesday or Wednesdays during business hours 10am-5pm). The ideal candidate will be able to come in about once a week on average with possibly more time needed as events get closer.

**LOCATION:** North Seattle

### **MAJOR RESPONSIBILITIES:**

New Beginnings provides services to those whose lives have been affected by domestic violence - physical, emotional, or sexual abuse. Some who use our services are in physical danger. Others are living with controlling partners in relationships that are emotionally abusive. In this position, you will directly impact the lives of those experiencing domestic violence. As an Event Assistant, you will work directly with the Events Manager and with the Development team in planning, supporting and executing New Beginnings fundraising, outreach and special events. The Events Assistant will also help assist the Development department with some administrative duties as needed. This internship offers hands on experience and the opportunity to learn about nonprofit fundraising and event planning.

**REQUIREMENTS:** Becoming a volunteer at New Beginnings is a rewarding and engaging experience that requires a serious commitment. Requirements include:

- ✓ Commitment to supporting the work & mission of New Beginnings
- ✓ Respect of others' individual choices and values
- ✓ An interest to be part of social change efforts
- ✓ Strong communication and organizational skills
- ✓ Willingness to work in a team environment
- ✓ Willingness to share ideas and create new ways of engaging the community
- ✓ Flexibility to work some evening hours when needed for events.
- ✓ Good understanding of technology and computers, will train on specific software in use.

**BENEFITS:** At New Beginnings, you'll find a close-knit group of passionate, dedicated professionals working with program participants and other community members to end domestic violence. You'll be a part of this mission – working towards the elimination of violence. You'll also develop or refine your advocacy skills and deepen your understanding of domestic violence.

**OUR COMMITMENT TO YOU:** At New Beginnings, we commit to provide a welcoming space for all and a meaningful volunteer environment for growth and development. We commit to working with equity and justice, working to provide a racially and socially just environment. We commit to listening with intention and honoring the lived experiences of all our colleagues.