



**Volunteer Title: Event assistant**

**Job Description:**

- Assist in event promotion and marketing
- Assist in coordinating the exhibitors, attendees and logistics for events
- Creating and maintaining database of exhibitors and attendees
- Assist in creating promotional materials for various events
- Able to lift up to 15-20pounds
- Able to follow instructions and follow procedures
- Help in event set up and tear down
- Shipping/transport of event related supplies
- Placing orders for event equipment from vendors
- Check-in of guests at events
- Handling guest reservations, event record keeping, event trend research and other tasks as assigned.
- This position requires attention to detail, strong organizational skills, creative thinking and a passion for events and creating a high-quality guest experience.
- Office work includes but is not limited to answering and returning phone calls, follow-up with inquiries, computer data entry, and assistance with correspondence and event files.

**Skills:**

- Team worker
- Organization Skills
- Committed
- Energetic
- Technologically Savvy

How to Apply: Please submit cover letter and resume to PICS Volunteer Department at [volunteer@pics.bc.ca](mailto:volunteer@pics.bc.ca). Please use "Event Assistant" as the email subject.

