

Spring/Summer Part-Time Temporary Position with Chico Velo

Job Title:	Event Management Assistant
Reports to:	Managers (Board of Directors if vacant)
Designation:	Part-time, temporary, at-will, non-exempt March-August, 2025 (<i>flexible</i>)
Compensation:	\$20/hour (up to 25 paid hours a week)
Role Type:	Hybrid – some remote work flexibility

Chico Velo is a registered 501c3 non-profit organization whose mission is to promote bicycling for transportation, recreation, and health through public education, advocacy, and community stewardship. The Event Management Assistant will support the strategy, development and execution of the annual Chico Velo Wildflower & Butte County Gravel Grind events (April 26-27 & July 13, 2025). Applicants ***must*** be available to work those event weekends at location.

Under direction of the Manager, the Event Management Assistant will support the development, planning, management, and execution of all aspects of Chico Velo. Tasks include but are not limited to:

- Coordination with event sponsors and donors
- Inventory management of necessary supplies
- Communications pre-, during, and post-events
- Marketing and social media content creation and dissemination
- Management of merchandise inventory, online orders, and event store organization
- Photo & Video production
- Bike Valet coverage & coordination March-August
- Donor management & outreach

REQUIREMENTS

- While performing the duties of this job, the employee may be frequently required to stand; walk; sit; drive; use hands and fingers to handle, carry, and type; reach with hands and arms; talk; hear.
- The employee may occasionally be required to climb stairs; stoop or kneel. The employee may occasionally need to lift and/or move up to 30 pounds.

- Specific vision abilities required by this job include close vision (e.g. reading and computer work) and distance vision (e.g. driving) and ability to adjust focus.
- Have a valid driver license and insured vehicle.
- Must be willing to work non-standard hours, including some nights and weekends, and hosted events.

DESIRED SKILLS:

- Exceptional written and verbal communication skills
- Strong computer skills including Google Workspace, Microsoft Office 365, Canva, calendar management, and creating surveys
- Experience with social media platforms highly desired
- High level of organization, time management, and the ability to prioritize
- Ability to work independently with minimal instruction
- Strong sense of professionalism and goal-oriented
- Know how to work a Point-of-Sale system
- An enthusiasm for community engagement preferably around bicycling
- Experience with volunteer and/or intern management and outreach preferred
- Previous work experience in a non-profit setting highly desired
- A registered car with insurance and driver's license required.
- Must live in Butte County, CA.

HOURS

Flexible, ranging from 12-20 hours a week during non-event times and more during events.

APPLICATION PROCESS & REQUIREMENTS- All candidates **MUST** submit the following:

- Cover Letter
- Resume, with professional references available on request

Email resume and cover letter to Chico Velo, velo@chicovelo.org; with the subject line ASSISTANT POSITION SPRING 2025

Thank you!