

## **An Achievable Dream, Inc.**

### **Job Description**

**Job Title:** Event Assistant – 2017 Tennis Ball  
Part-time / Temporary Position or Intern

**Reports To:** Director of Development

#### **An Achievable Dream**

Dedicated to the belief that all children can learn and succeed regardless of their economic status, An Achievable Dream (AAD) operates two nationally recognized schools serving students in kindergarten through twelfth grade through a unique partnership with Newport News Public Schools. A third school, operated in partnership with Virginia Beach City Public Schools, serves students in kindergarten through fifth grade. An additional grade level is added each year.

Proceeds from the Tennis Ball support An Achievable Dream's annual operating budget, which provides the SAME® (Social, Academic and Moral Education) curriculum to 1,600 Newport News students and enrichment activities in and outside the classroom.

#### **Job Description Summary:**

An Achievable Dream seeks an Event Assistant (Part-time/Temporary Position or Intern) to assist staff with the planning, coordination, and execution of An Achievable Dream's 25<sup>th</sup> Annual Tennis Ball on Saturday, November 18, 2017. The position is available starting on September 2017, and ends December 2017. The candidate must be available from Thursday, November 16 through Sunday, November 19 for set up, execution and break down/clean-up of event. Hours will vary during the weekend.

#### **Duties and responsibilities:**

- Represent An Achievable Dream in a professional manner.
- Solicit and follow up with potential auction item donors, including past donors and new prospects. Contact may include letters, email, phone calls, and in-person meetings.
- Assist with maintenance of an auction item database.
- Photograph and label auction items.
- Update and create gift certificates and displays.
- Miscellaneous office duties such as copying, collating, answering phones.
- Other duties as assigned related to special events planning and execution.
- The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.

#### **Qualifications:**

- High degree of initiative and strong time management skills.
- Ability to work collaboratively in a team environment.
- Excellent communication skills, including writing, proofreading skills, and speaking.

- Proven ability to take direction and input and to accomplish projects with little supervision.
- Organized and detail oriented.
- Able to coordinate multiple projects and meet deadlines.
- Proficiency with Microsoft Office Suite, including Excel, Word, PowerPoint, and Publisher.
- Experience with design a plus.
- Possession of a valid driver's license and means of transportation to run errands.
- Experience in events preferred, but not required.
- Must be able to lift 50 pounds and climb stepstools

**Compensation**

- 20 hours per week, scheduled between 7:30 am and 5 pm, Monday through Friday.
- \$10 per hour, paid twice a month

**To apply:**

- Send cover letter, resume and three references to:  
[kstrycharz@AchievableDream.org](mailto:kstrycharz@AchievableDream.org)  
or  
Director of Development  
An Achievable Dream  
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