



Events Assistant

Location: Greater Indianapolis, IN & Hybrid

Position Overview:

Muscular Dystrophy Family Foundation (MDFF) is looking for a dynamic, energetic person to join our team. The Events Assistant will work closely with the Executive Director and the Deputy Director, assisting with administrative duties and events planning.

Hours:

This is an hourly, part-time position working 10-15 hours per week. Some work will occur during evenings and weekends as needed for events and more hours may be worked at the time of events, with less hours the following week(s). The hourly rate is \$18.00 per hour.

Key Responsibilities and Duties:

- Assist with event planning, preparation, and execution (as of January 2023, we have 5 fundraising events for the year and 6 events for our families)
- Attend all events (within reason) – including vendor table management, networking events, fundraising events, and MDFF family events
- Be a part of the MDFF Events Committee and attend these meetings, take minutes, follow-up with members and their tasks
- Oversee the silent auction for our Feud Before the Feud event
- Gather and post stories of recipients from MDFF financial assistance (i.e. approved equipment/home modification purchases from MDFF for clients). (The Executive Director does the Van Giveaway and Award stories.)
- Write 2-3 grants per year to assist with grant applications
- Gather statistics/demographics for grants, website, materials, and newsletters
- Help acknowledge donations and write thank you letters, as needed, especially post fundraising events
- Assist with keeping our website updated, as needed
- Assist with our e-news communications and social media posts, as needed.
- Other duties as requested by the Executive Director, Deputy Director, or Board of Directors
- Assist families, if needed, with completing applications (van, etc.)

Qualifications, Abilities, and Skills:

- High School Diploma required. Advanced education preferred.
- Minimum 1 year relevant experience serving in a professional administrative or events assistant capacity
- Detail-oriented, proactive, ability to prioritize and meet deadlines
- Exceedingly well organized, flexible, and dedicated to helping in a support role
- Ability to multitask, manage own time, and work independently
- Must have own reliable transportation (mileage is reimbursed)

The Events Assistant role for MDFF is a work-from-home position apart from running errands for the foundation for events, helping to manage the storage unit, and attending events.

Interested candidates should submit a cover letter and resume or CV to hoosterlinck@mdff.org. All questions should be directed to Hannah Oosterlinck.