



TIPPING POINT
COMMUNITY

ASSISTANT, EVENTS

San Francisco, CA

About Tipping Point Community

Since 2005, Tipping Point Community has raised more than \$100 million to educate, employ, house and support nearly 500,000 people in need. Tipping Point Community screens non-profits rigorously to find, fund and partner with the most promising groups helping low-income people achieve self-sufficiency. Beyond dollars we provide our grantees with the communications, technical and management assistance they need to grow and increase their impact in the fight against poverty. 100% of every dollar donated goes out the door because our board underwrites all operating and fundraising expenses.

To learn more and subscribe to our newsletter, please visit our website at www.tippingpoint.org.

Values

Tipping Point's core values are at the heart of everything we do and we look for individuals who share our commitments:

- **We are one community.** We believe that the responsibility for fighting poverty belongs to all of us.
- **We serve.** Our approach is humble and respectful. We exist to meet the needs of others.
- **We celebrate generosity.** Every gift counts, whether big or small.
- **We get results.** We are relentless in the pursuit of our goals. We hold ourselves and each other accountable.
- **We are always learning.** We are risk takers. We commit to facing our challenges as we support solutions that last.

Position Overview

Tipping Point Community seeks a part-time (approximately 15 hours per week to be determined by event schedule) Events Assistant with a passion for changing the landscape of poverty and philanthropic giving in the Bay Area. The Events Assistant will provide high quality support in the planning and execution of the team's cultivation events and annual Tipping Point Benefit. The Events Assistant will focus on supporting the events team through production support, administrative support and research and planning. The Events Assistant reports directly to the Senior Events Associate.

Responsibilities

Event Support:

- Prepare, pack and label event supplies including nametags, takeaways, signage and registration materials
- Draft running orders, debriefs, and supply lists for all events
- Manage and maintain RSVP's for select events
- Assist with all event mailings
- Order thank you gifts and coordinate tasks for event debrief and close-out

General Administrative Support:

- Review and refine internal planning tools including ASANA and google calendars

- Schedule and assist in preparing agendas, supply lists and event assets for meetings
- Prepare and track contracts and invoices
- Inventory and manage assets in the events closet

Research + Planning:

- Research and recommend event technology solutions for capturing donations, registration and seating
- Solicit and compile research for AV, staging, catering, rentals and venues

Qualifications

- Bachelor's Degree required
- 2 years experience in event and meeting planning or similar industry experience
- Strong organizational skills, attention to detail and experience in developing and maintaining systems and processes
- Excellent interpersonal skills and desire to play a critical support role in a team environment
- Exceptional project management skills
- Ability to prioritize, think critically, problem solve, multi-task and thrive in a fast-paced environment
- Initiative, enthusiasm and willingness to pitch in at all times
- Sense of humor is a must
- Strong team player who also works well independently
- Commitment to Tipping Point's mission and values and ability to operate with the highest degree of integrity in representing the organization
- Ability to handle sensitive information in a confidential manner

Salary and Benefits

Tipping Point Community offers a competitive salary and benefits, commensurate with experience and skills.

How to Apply

Please submit a thoughtful cover letter explaining your interest in Tipping Point Community, where/how you found out about this career opportunity, and your salary requirements. Email a PDF copy of your cover letter and resume to recruiting@tippingpoint.org. Please write your name and the title for this position ("Your Name – [JOB TITLE]") in the subject line of your email.

Tipping Point provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.