



## Event Coordinator – Administrative Assistant Part-time

About the Organization: Detroit PAL is a non-profit that believes Detroit's Future is Kids First! We are passionate and purpose-driven, with a mission of Helping Youth find their Greatness. Detroit PAL is doing great things in the City and region through athletics, enrichment programs, and community initiatives that positively impact 10,000+ youth annually. We teach our G.R.E.A.T. Model of Goal-setting, Resilience, Embracing a healthy lifestyle, Accountability, and Teamwork. PAL empowers the community by training and partnering with 1,000 coaches and volunteers, by running quality youth development programs, and by creating safe places for kids to play. Detroit PAL's headquarters is at The Corner Ballpark, on Michigan near Trumbull. We facilitate programming at 75+ other locations and facilities.

About the Role: This is part-time position, approximately 20 – 25 hours per week, on-site, with some flexibility in scheduling. An example of one schedule would be 9 am to 2 pm, three days per week or more, and an evening or weekend shift. This nonexempt position reports to the Event Manager, who will work with the person in this position to establish a mutually agreed upon schedule.

The Event Coordinator – Administrative Assistant role has two major responsibilities. One responsibility is Administrative and Client Service. The other responsibility is Event Support. One part requires time on the phone and computer, working with the community in a customer service role. The other requires time pre, post, and during events, working at the event space. It is a unique position that will enable this individual to be involved from sales to execution, enjoying a wide range of experiences. With the right attitude this can be a fun job.

### Duties & Responsibilities:

#### Administrative and Client Service:

- Maintain all event information in the Tripleseat Event Management Software.
- Monitor Detroit PAL Event email inbox and handle all email correspondence.
- Handle client and potential client phone calls and voicemail messages.
- Act as a main contact for event assistance and information.
- Conduct venue tours and bookings for visitors and clients.
- Work with clients to design table layout and communicate final layouts to clients.
- Other related duties.





### Duties & Responsibilities (Continued):

#### Event Support:

- Assist with event layout of tables, chairs, stage, etc.
- Aid with event opening and closing needs and duties to clean and secure the facility.
- Support and meet client need during events.
- Other related duties as assigned.

#### In All Interactions:

- Represent Detroit PAL with the community by being a positive role model.
- Keep kids first and the mission first.

### Knowledge, Skills, and Abilities:

- Strong work ethic including punctuality, reliability, and a willingness to perform a wide variety of duties.
- Computer and software literate.
- Good written and verbal communication skills.
- Ability to work on site, with a hybrid of a scheduled and varied work schedule including weekends and evenings.
- Team player.

### Qualifications:

- Previous experience in a customer service or leads management role.
- Demonstrated experience with learning and maintaining software. Tripleseat preferred.
- Physical requirement – lift up to 30 pounds.

### This is A Great Opportunity

This is a great opportunity to join an expanding organization in a role that will move the Detroit PAL organization forward.

To **apply** for this position, please email your resume and cover letter to [hiring@detroitpal.org](mailto: hiring@detroitpal.org). Please indicate the position that you are applying for in the subject line of your email and include a phone number within your email. Applications will be accepted and reviewed on a rolling basis until the position is filled. Thank you.

