



10 College Park
Davis, CA 95616
internationalhousedavis.org
530-753-5007

Job Title	Events and Programs Assistant
Reports to	Facilities and Programs Manager

Status: Hourly **Location:** Davis, CA **Pay:** \$16 per hour
Schedule: Part-time (5-15 hrs/week), variable schedule including nights and weekends

About International House Davis

International House Davis (I-House Davis) is a non-profit organization that connects people, experiences, and perspectives within a global framework. Our programs, classes, services, and events provide opportunities to learn about and experience cultures from around the world, while building connections within our diverse local community.

I-House brings individuals and communities together to explore the global issues of our time and to celebrate culture through talks, workshops, seminars, lectures, and events. We operate from a lens of equity, inclusion, access, and diversity – striving to be at the forefront of conversations around social justice, climate change, and many other issues of global importance.

I-House resides in a historic building at 10 College Park in Davis, a perfect location right between UC Davis, a world-renowned university, and the growing city of Davis. Our work is rooted in our distinctive space, and through committed collaborative efforts, in the communities where we live and serve.

Job Description

Under the supervision of the Facilities and Programs Manager, the Events and Programs Assistant will serve as an I-House representative and primary customer service liaison during facility rentals, special events, and other programs as needed. They will assist in the planning and implementation of I-House events and programs and be responsible for maintaining I-House facilities before, during, and after rentals, events, and programs. They will exercise a high degree of initiative and independent judgment in carrying out job responsibilities within established guidelines, policies, and procedures.

Duties and Responsibilities

- Be present during facility rentals, programs, and events as a representative of I-House: welcoming guests, coordinating any sign-in sheets or payment, and providing assistance and information as needed.
- Oversee events and rentals on the day of, including welcoming guests, problem-solving, implementing event set-up and take-down, reporting and mitigating any damage to the facility, and communicating with vendors such as caterers and florists.
- Ensure the facility is clean and ready before, during, and after a facility rental or I-House event, including ensuring that all attendees have left, and the building is secure at the end of events.
- Set up and take down tables and chairs as directed, move, and arrange furniture.
- Ensure that program, event, and facility rental activities operate in accordance with the policies, mission, and goals of I-House, and that the needs of the renters as stipulated in the rental contract are met.
- Attend bi-weekly all-staff meetings and weekly meetings with the Facilities and Programs Manager to plan upcoming events and report on the events of the past week.



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- Assist with planning and implementing I-House special events such as the International Festival, cultural dinners, and other programs. This could include assisting with coordination of event entertainment (music, performers, and guest speakers).
- Perform housekeeping and janitorial tasks as needed.
- Serve as an after-hours emergency contact as needed.
- Potential to work in applicant's areas of skills and interest as needed (Design, Admin, etc.)
- Other duties as assigned by Facilities and Programs Manager.

Qualifications

- Excellent customer service and problem-solving skills.
- Comfortable operating computer systems and software (PC), telephones, and office equipment.
- Ability to work closely with staff and volunteers.
- Responsibility, reliability, and the ability to work independently.
- Attention to detail, willingness to learn, and excellent written and verbal communication skills.

Working Conditions

Evening and weekend work required. Variable hours depending on scheduled events.

Physical Requirements

Job requires lifting tables, furniture, and chairs (up to 35 pounds) for set up and take down of events and programs. May require sitting for an extended period of time while event/program is taking place.

How to Apply

To apply, please send the following to jobs@ihousedavis.org:

Together with your resume, please forward a 1-page cover letter (250 words maximum) that includes your responses to the following questions:

1. How do you relate to International House Davis's mission (found on our [website](#))?
2. What interests you most about this position?
3. How would your skills and experiences (personal and professional) translate into success in this position?
4. How did you hear about this position? (*optional - will help us evaluate our outreach efforts*)

**Please include "Event Assistant" in the email subject.

Employment Equity

International House Davis is an Equal Employment Opportunity and Affirmative Action employer. We do not discriminate based upon race or ethnicity, religion, color, national origin, sex (including pregnancy, childbirth, reproductive health decisions, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, genetic information, political views or activity, or other applicable legally protected characteristics.

We believe our work is stronger when it benefits from the experience, knowledge and wisdom of people who have faced systemic barriers and encourage applications from candidates with lived experiences as members of historically underrepresented communities.