

Job Description

Job title: Event Planner Assistant

Reporting to: Owner

Location: Toronto and GTA

Hours: Saturdays /Sundays from 11 am to 7 pm

Part-time / Contract: You will get paid hourly at the end of each event (starting at 15\$/hour)

Purpose of the position:

Help with the event coordination, style, and decor. We organize events for Kids mostly from the age of 5 to 11. We do not host events for adults to the exception of baby showers and Baptism.

What we are looking for:

- ✓ Someone enthusiastic who loves kids who are patient, full of life, and an active listener
 - ✓ An individual comfortable enough to spend weekends with child's full of energy
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Responsibilities:

- ✓ Help with set-up, tear-down, and clean-up operations
- ✓ Anticipating attendee needs and making preparations against potential risks
- ✓ Help coordinate all logistical elements of the event
- ✓ Support booking venues
- ✓ Help organize facilities and help manage all event's details such as decor, catering, entertainment, location, invitee list, equipment, promotional material, etc.
- ✓ Liaise with clients to identify their needs and to ensure customer satisfaction
- ✓ Someone who knows how to entertain kids, apply makeup, nail polish, etc.

Requirements:

- ✓ Some event planning experience is an asset
- ✓ Creative, out-of-the-box thinking
- ✓ Able to work under pressure
- ✓ Students in education, early childhood, hospitality, or related field are preferred
- ✓ Excellent time management and communication skills
- ✓ Sales skills and ability to connect with kids and their parents
- ✓ Ability to manage multiple projects independently
- ✓ Willing to submit references from past employers if not professors
- ✓ The position will best fit someone who is looking for a part-time job or want to add experience to their resume.

If this short description fits you then, please go ahead and fill out the application below. If you are selected, we will reach out to discuss next step!