



Volunteer & VIP Services Assistant (Seasonal through Spring 2022)

We are looking for a Seasonal **Volunteer & VIP Services Assistant** to help us successfully support Rodeo Austin's Volunteer program of 1,000+ Volunteers, manage VIP Guest relations, and to perform office and executive administrative assignments as we prepare for and execute on our Spring 2022 events. This is an opportunity to take on the challenge of working in a fast-paced, customer-driven non-profit, in an environment that is exciting, motivating, challenging and fun!

This is a seasonal, paid position beginning immediately and ending March 31st, with a possible extension beyond that. The pay rate is \$15 per hour. The expected commitment will be 20 hours per week through January 2022, and up to 40+ hours per week through March 31st. Work is to be performed during regular business hours, ramping up to extended hours and weekends as needed for Rodeo Austin events.

Who We Are:

Since 1938, Rodeo Austin has been a mission with a rodeo that has brought heritage and entertainment to our community. We are funded by a month-long real western experience held every March, where Rodeo-goers get to do things they can do nowhere else - including a ProRodeo, one-of-a-kind concerts, a carnival and a livestock show. We are Rodeo Austin, a not-for-profit that provides real experiences and gritty fun to raise millions for Texas kids.

What You'll Do:

- Provide professional, friendly, helpful, attentive support to prospective and current volunteers and volunteer leadership
- Manage volunteer sign ups, reconciliations, volunteer portal updates and changes
- Assist with onboarding and credential package preparation and distribution to volunteers
- Update and maintain membership information and data in CRM system
- Assist with coordinating VIPs for events by creating and distributing invitations, maintaining rsvp lists, responding to inquiries, preparing packages and welcoming guests
- Coordination of front office/lobby; provide training and supervision and support to seasonal receptionists
- Monitor and maintain office supplies inventory
- Assist Senior Manager with any special projects as assigned

What You'll Need:

- Currently enrolled in final semester of an undergraduate program or the recipient of a bachelor's degree in Business, Liberal Arts, Education, Human Resources, or a related program/degree; 1 year of related experience preferred but not required
- Excellent verbal and written communication skills
- Ability to work independently and in a team setting
- Proficiency in Microsoft Office programs (i.e. Outlook, Excel, PowerPoint) and Google Docs
- A strong work ethic with a positive attitude
- Organization skills and resourcefulness

- The ability to be detail oriented
 - A self-starter mentality with an interest in learning new things and a high level of comfort working in a changing environment
 - Ability to remain poised and professional under pressure
 - Valid driver's license
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- **Perks & Benefits:**
 - Hands on, real life experiences that help you hone your talents
 - This is an hourly position. The pay rate is \$15 per hour
 - The chance to be part of something bigger – a mission with a Rodeo raising millions for Texas kids

Not sure if you qualify?

That's okay! if you're interested in the role and believe you could be a good fit, we encourage you to apply!

Rodeo Austin is an equal opportunity employer, and we value diversity. All aspects of employment will be based on merit, competence, performance, and business needs.

Please send cover letter, resume, and list of references to:

Brenda Pitts, Senior Manager
Human Resources & Administration
Rodeo Austin
9100 Decker Lake Rd
Austin, TX 78724
512-919-3000
Brenda@RodeoAustin.com