

# Community Life Assistant / Event Planner

## Position Summary

We are seeking a highly motivated, creative, and organized Community Life Assistant/Event Planner to join our team. This individual must be a self-starter with outstanding people skills who thrives in a fast-paced, community-centered environment. The ideal candidate is passionate about creating meaningful experiences, building relationships, and bringing events and initiatives to life from concept to execution.

This role requires strong communication, organization, creativity, and collaboration skills, along with the flexibility to work occasional evenings and weekends for events and special programming.

## Key Responsibilities

- Plan, coordinate, and execute engaging events, activities, and community programs
- Create promotional materials including flyers, newsletters, social media posts, and event marketing using Canva and other creative tools
- Maintain and manage event calendars, schedules, reminders, and communications
- Lead and conduct monthly Resident Lobby Leader meetings
- Take detailed notes during event planning meetings and other departmental meetings; clearly communicate and relay information back to the team following meetings
- Present confidently in front of groups and crowds utilizing PowerPoint presentations and Canva decks
- Input, manage, and organize data within Excel spreadsheets and tracking systems
- Keep accurate financial records for trips, excursions, and community events
- Reliably distribute reminder cards and event information to residents registered for activities and outings
- Assist with implementation and follow-through of community initiatives and special projects
- Collect and track participation data, feedback, and event outcomes for reporting purposes
- Collaborate effectively with multiple departments to ensure smooth event operations and strong team support
- Provide exceptional customer service and relationship-building with residents, guests, vendors, and team members
- Support fundraising efforts and community partnerships when applicable
- Assist with event setup, breakdown, and logistical coordination
- Represent the organization in a professional, positive, and enthusiastic manner

## Qualifications & Skills

- Strong interpersonal and communication skills with the ability to connect with a wide variety of people

- Exceptional written communication, proofreading, and public speaking abilities
- Highly organized with excellent time management and multitasking skills
- Self-motivated and able to work independently while also being a supportive team player
- Creative mindset with the ability to develop and implement fresh ideas and engaging programs
- Proficient in Canva, Microsoft PowerPoint, Excel, Word, and Microsoft Office Suite
- Strong attention to detail and ability to manage schedules, reminders, financial tracking, and event logistics
- Comfortable speaking in front of groups and facilitating meetings
- Ability to work flexible hours including some evenings and weekends
- Event planning, hospitality, recreation, marketing, or community engagement experience preferred
- Fundraising experience is a plus

## **Preferred Traits**

- Positive attitude and energetic personality
- Dependable and adaptable
- Detail-oriented with strong follow-through
- Collaborative and solution-focused
- Passion for creating memorable experiences and fostering community engagement