



## **Events Assistant**

Location: Greater Indianapolis, IN &  
Hybrid

### **Position Overview:**

Muscular Dystrophy Family Foundation (MDFF) is looking for a dynamic, energetic, self-starting individual to join our team. The Events Assistant will work closely with the Executive Director and the Deputy Director, assisting with administrative duties and events planning.

### **Hours:**

This is an hourly, part-time position working approximately 15 hours per week (30 hours per pay period – two pay periods each month). Some work will occur during evenings and weekends as needed for events and more hours may be worked at the time of events, with less hours the following week(s). The hourly rate is \$18.00 per hour.

### **Key Responsibilities and Duties:**

- Assist with event planning, preparation, and execution (as of January 2024, we have 4 fundraising events for the year and 3 events for our families)
- Attend events (within reason) – including vendor table management, networking events, fundraising events, and MDFF family events
- Be a part of the MDFF Events Committee and Feud Committee and attend these meetings, take minutes, follow-up with members and their tasks
- Attend 2 MDFF Staff Meetings each month (potentially more closer to events).
- Oversee the silent auction for our Feud Before the Feud event
- Help catalogue and acknowledge donations and write thank you letters, as needed
- Assist with keeping our website updated, as needed
- Other duties as requested by the Executive Director, Deputy Director, or Board of Directors

### **Qualifications, Abilities, and Skills:**

- High School Diploma required. Advanced education preferred.
- Minimum 1 year relevant experience serving in a professional administrative or events assistant capacity
- Detail-oriented, proactive, ability to prioritize and meet deadlines
- Exceedingly well organized, flexible, and dedicated to helping in a support role
- Ability to multitask, manage own time, and work independently
- Must have own reliable transportation (mileage is reimbursed)

The Events Assistant role for MDFF is a hybrid position. Preferred availability on Wednesday mornings for staff meetings.

Interested candidates should submit a cover letter (explain why this role appeals to you) and resume or CV to [hoosterlinck@mdff.org](mailto:hoosterlinck@mdff.org). All questions should be directed to Hannah Oosterlinck.