

Boys & Girls Club of Greater Lowell: Holiday Auction
Special Events Support Staff

The Boys & Girls Club of Greater Lowell is looking for an exceptional writer who is detail-oriented with a passion for helping others reach their goals to help us execute our most successful event ever.

Job Objective: We are looking for an energetic, well organized and motivated person to add to our team and support our signature event, the 21st Annual Holiday Auction. The Special Events Support team member directly reports to the Assistant Development Director. The key role is cataloging and organizing donations for our silent and live auctions, and other clerical event support as needed.

- Start Date on or after October 29, 2018 - end date December 7, 2018
- 10 hours a week, that are flexible, and self-established.

Responsibilities Include:

- Entering donations into Bidpal online software system
- Writing creative descriptions for items packages
- Keeping an organized filing system
- Ensuring data is accurate and easily retrieved
- Collecting, receiving and organizing item donations
- Prepare items for distribution
- Gift data entry

Skills and Knowledge Required:

- Must be attentive to detail, willing to learn and have strong organizational and computer skills.
- Must take initiative and be self-motivated
- Computer knowledge of Microsoft Word and Excel a must, experience with office equipment preferred.
- Excellent written communication skills

Job Requirements:

- Must have a valid driver's license
- Employment contingent on successful background check
- Must be able to lift and carry at least 25 lbs.
- **Must be available to work the day of our event, November 29th, 2018 from 9 AM until approximately 9 PM.**

Experience:

Data Entry: 1 year (Preferred)

Education:

High school (Required)

Job Type: Part-Time Temporary

Salary: \$16.00 /hour

Please submit resume and writing sample to Yesenia Maysonet, Assistant Development Director
ymaysonet@lbgc.org.