



**Position: Old Bill's Event Assistant (temporary, part-time)**

**Opportunity:**

One of the most innovative fundraisers in the nation, Old Bill's Fun Run is also one of the most successful. Since 1997, Old Bill's has embodied Jackson Hole's generous spirit. This collaborative philanthropic initiative inspires thousands of people to donate millions to local nonprofits and has raised over \$306 million in 29 years.

The Old Bill's Event Assistant will play a key role in ensuring the success of the 30<sup>th</sup> Anniversary of Old Bill's.

**Reports to:** Special Events Officer

**Description of Position:**

The Old Bill's Event Assistant is a temporary, part-time position that will work with the Special Events Officer and the Office Manager to support the planning and execution of Old Bill's Fun Run. Main responsibilities include providing event support during the Old Bill's Giving Season and staffing Old Bill's Headquarters. Each day will be different and could range from helping a community member with their Old Bill's donation and answering Old Bill's-related questions to hanging up no parking signs along the Fun Run race route and marking booth locations on the Jackson Elementary School field.

**Primary Duties and Responsibilities:**

- **Event support:** Support event logistics from prep through clean-up, including supply runs, setup, execution, and breakdown.
- **Old Bill's Headquarters:** Assist in setting up and supporting Old Bill's Headquarters, including assisting with donations, registration, and promotional materials.
- **Volunteer assistance:** Coordinate and assist volunteers and staff, ensuring they are scheduled, informed, and equipped at Headquarters and events.
- **Visitor support:** Provide clear, friendly support to the public, answering questions throughout the Giving Season and particularly during the start of the Giving Season and the week of Old Bill's Fun Run.

**Desired Skills/Experience:**

- Comfortable handling a wide range of operational and event-related tasks in a fast-paced environment. Valid driver's license and ability to travel locally for events and program needs, with reliable transportation.



- Ability to lift 25 pounds as part of event setup and breakdown, with reasonable accommodation where applicable.
- Excellent interpersonal and communication skills, both written and oral, with the ability to communicate clearly and kindly in stressful and fast-paced situations. Spanish language proficiency or fluency is a plus.
- Proficiency with Microsoft Office products, including Word, Excel, and Outlook. Comfortable using mobile devices, including smartphones and tablets.
- Understanding of the Jackson Hole philanthropic community and local nonprofit landscape.

**Values:**

The Community Foundation of Jackson Hole is a values-driven organization. We seek candidates who embody our core values:

- **Community:** We foster authentic relationships built on integrity, mutual respect, and inclusivity. We are committed to meeting the evolving needs of our community to sustain a vibrant Jackson Hole.
- **Collaboration:** Together, we approach every experience and partnership as an opportunity to learn and invest in each other. We nurture a collaborative and safe environment for all to encourage meaningful change.
- **Connection:** We believe in connecting generosity with opportunity and building a bridge from passion to purpose. We lead by understanding needs first, then by taking action and innovating so that cause can meet contribution.
- **Compassion:** We offer trust and compassion. We support the unique values, circumstances, and perspectives of individuals and organizations. We are mindful of our influence.
- **Curiosity:** We open our minds to possibility. In everything we do, we are active listeners, seeking understanding so that we can improve and adapt to new ideas.

**Pay:** \$25/hour, 20 hours per week over 6½ weeks

**Dates of employment:** August 5<sup>th</sup> to September 18<sup>th</sup>; exact work schedule and date range can be flexible based on the candidate's other commitments; 20 hours per week on average.

Employment is in person and generally cannot be completed remotely.

**Contact:** Please submit a brief resume or history of relevant job experience and a statement of why you're interested in the position to [careers@cfjacksonhole.org](mailto:careers@cfjacksonhole.org) by July 12<sup>th</sup>, 2026.