



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. Old Bill's has brought an astounding \$280 million philanthropic dollars to the Jackson Hole community. These funds are busy feeding the hungry, supporting the sick and elderly, supporting youth, protecting wildlife, building affordable housing, enriching our lives through the arts and touching the lives of everyone in Teton County.

The Old Bill's Event Assistant will play a key role in ensuring the success of Old Bill's 2025.

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 Officer Manager to support the planning and execution of the Old Bill's Fun Run. Main responsibilities include providing event support during the Old Bill's Giving Season and staffing the 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:

- Willingness to meet any odd job, task, or new challenge with a positive and can-do attitude, ability to pivot at a moment's notice.
- Driver's license, reliable car and ability to lift 25 pounds – be prepared for lots of moving boxes, schlepping items to and from events etc.



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- Excellent interpersonal and communication skills, both written and oral – ability to communicate clearly and kindly in stressful and fast-paced situations. Spanish language proficiency or fluency a plus.
- Proficiency with Microsoft Office products (Word, Excel) and Outlook. Can navigate a smart phone and iPad like a champ.
- 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. To build a bridge from passion to purpose. We lead by understanding needs first, then by action and innovation 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 hrs per week, over 5 ½ weeks)

Dates of employment: August 5th -September 12th; Exact work schedule and date range can be flexible based on 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 Maeve Stewart at careers@cfjacksonhole.org by July 20th, 2025.