



About Us

We work with non-profit organizations, providing event planning services and cutting edge technology to assist with their fundraising events. Our work supports those in need within our community. We are an innovative company who's been in business since 2005, and we are proud to call Minnesota our home. We enjoy a casual work environment and a collaborative, close-knit staff. We're motivated by big thoughts and bigger ambitions.

About the Position

The Event Assistant is an entry level full-time position with varied hours including night and weekend hours required during seasonal busy stretches; occasional travel. This is an entry level position with excellent opportunity for future development.

Fundraising Event Related Responsibilities:

- Event prep work in-office
- Assist Event Managers with client work as needed
- Event days – work onsite with guests, clients, and volunteers

Office Responsibilities:

- Maintain inventory
- Event logistics – may include freight/shipping, travel arrangements
- Customer service support calls
- Running errands
- Admin support to upper management

And of course, other duties as assigned!

About You

Preferred qualifications:

- 4 year degree
- Experience in non-profit fundraising, events, and/or hospitality
- Nimble with technology; can learn and troubleshoot new systems
- Clear communicator and ability to think on your feet
- Able to meet the physical demands of the job, including standing for long periods of time at events and frequent bending and lifting

Compensation:

Based on qualifications

Group health insurance available

Paid time off and earned comp time policy

Reports to: Director of Events

How to apply:

Submit resume and brief cover letter to be considered.

Email us at: jobs@auctionharmony.com

No phone calls.