SUMMARY:

The Alliance for a Better Community (ABC) is a public policy and advocacy organization operating within an ever changing dynamic that promotes the economic prosperity of the Latino community and the Los Angeles region, inclusive of an improved quality of life for Latinos in education, health, and civic participation. ABC seeks to create a vibrant Los Angeles where Latinos fully participate in, contribute to, and benefit from a prosperous community where families enjoy full access to high-quality schools, quality healthcare, and meaningful civic participation.

ABC is seeking event associates to provide logistical support for various organizational events throughout the year (8-10 events per year). Times and locations of events will vary.

MAJOR RESPONSIBILITIES (include, but are not limited to):

- Check-in guests and hand out event gift items
- Greet guests and direct them to the main event
- Assist in set up and tear down of event, including signage, decorations, tables, and chairs
- Ensure areas are clean and tidy
- Monitor food – ensure that food, snacks and beverages are replenished as needed
- Other tasks, as needed

TIME COMMITMENT

This is an as-needed position. The event manager will share the opportunities via email 2-4 weeks before the event and you can sign up with them if you are available to work. These slots are on a first come, first serve basis.

Events can occur during the evenings and the weekends.

COMPENSATION/SCHEDULE

ABC Event Associates are independent contractors and will be paid at the rate of $15/hour. Event Associates are needed for 3-5 hours per event.
QUALIFICATIONS

18 years or older
Must have reliable transportation. If driving, must have a valid driver’s license.
Must complete an ABC application.
Must attend an ABC orientation

Please submit completed applications or questions to Carla Lopez at clopez@afabc.org. When we receive your application, you will receive an email acknowledging the receipt of your application. We will review it and contact you if we require further information.