

JUSTIN SHEFTEL MEMORIAL FOUNDATION

JOB TITLE: EVENT PLANNING & ADMINISTRATIVE ASSISTANT

BACKGROUND: In 2005, after the loss of our son, Justin Sheftel, a softball tournament was quickly assembled in his honor. It was truly an amazing feat; a group of his friends put together the first annual tournament in just three weeks. We had four teams who played their hearts out and demonstrated an immense amount of commitment and courage to honor Justin. Today, the tournament has become an annual tradition that brings the entire community together. We are proud to have held the 18th annual tournament this year and will be planning the 2023 tournament soon. Justin would be very proud and humbled by this amount of attention.

Our Foundation's values are focused on friendship, teamwork, service, and family these values will be noticeably present in the work environment, and interaction with sponsors, board members and the community at large. These values have been forefront in leading and guiding our growth and footprint in the community.

Our mission statement provides us with direction and focus as we continue to support the greater Lehigh Valley community. Fulfilling our mission **"To celebrate Justin by providing athletic and educational opportunities for underserved youth in the greater Lehigh Valley"** is what defines the Justin Sheftel Memorial Foundation.

DESCRIPTION: We are seeking a part-time seasonal event planning and administrative assistant extraordinaire who is interested in developing a long-lasting relationship to grow this position year over year. This individual should be task oriented and good at working with others including board members, non-profits, team captains, and our local community. Specific emphasis on communication, lists/emails, and meetings are fundamentally required. A familiarity and expertise with the business community in the Lehigh Valley is a plus, but not required. Experience can vary but should be discussed during the interview process.

REQUIREMENTS: Experience with social media management, as well as ability to work and engage with our current sponsors, board members, volunteers, and softball captains. Expertise with google drive and excel as well as familiarity with *WordPress would be a plus*. Proper remote work environment standards.

HOURS: This is a flexible position where you create your own hours. It is more about the workload during that given time and how you can work efficiently. We have expectations of 5 hours a month during any down month. You should expect 5-10 hours a month during December, January, and February. You should be able to commit to 30-40 hours a month during the spring, months March, April, and May, into June somewhat. In your busiest month you should be able to commit to 30-40 hours. Day

time hours may be best given communication processes that will be in place and needed, but all other work can be done during the hours you choose.

PAY: \$20-\$30+ per hour. You should expect a workload to warrant being paid \$4,000-\$5,000 annually with an emphasis on working during the Spring. We are seeking someone who can build a relationship with us over time, to escalate this pay above and beyond those figures.

TIMELINE: We are currently in one of our "slow" seasons and would like to start in the fall such as late September, or early October to outline the activities for the next 3-4 months. We feel it'd be mutually beneficial to bring someone on board in the coming months to begin shadowing and introductions to the role. Ideally a hire is made in 30-60 days.