



## ParentMap is hiring an Events Assistant!

ParentMap is a Northwest media company providing highly relevant, well-researched and entertaining content to parents through various integrated publishing channels: our award-winning news magazine; [ParentMap.com](http://ParentMap.com), the Puget Sound area's leading website for parents and caregivers; and our annual series of lectures and community events.

ParentMap is looking for an **Events Assistant** to help support all aspects of the planning and execution of our live resource fair events, lectures, movie screenings and community events. Job responsibilities may include (but are not limited to): calendar and meeting management, ticketing assistance, project management, venue research, goody bag stuffing, spreadsheet management, website updates, client customer service, day of set up, post-event reporting and more.

**Reports to:** Events Operation Lead

**FLSA Status:** Exempt

**Job Status:** Full-time during the months of September - May with reduced hours June - August. Position start date flexible.

### Qualifications:

1. Past experience in events or marketing is a must.
2. You should be a self-starter, able to work independently as well as part of a team.
3. You should also be highly motivated, creative and willing to work outside of your job description as needed.
4. Candidates must have outstanding interpersonal skills, excellent verbal and written communication and proficiency in MS Excel. Experience in HTML also preferred.
5. The position is virtual but the job will require attendance for all of ParentMap's events (weekends and weeknights in most cases), regular team meetings as well as various community events throughout the year.
6. Please note, having reliable transportation and ability to lift and carry up to 25 lbs. is part of the position.

**Salary and benefits:** ParentMap offers a competitive salary package including paid vacation and sick leave.

**Job location:** Work-from-home position, with frequent required meetings on Mercer Island, Seattle and greater Puget Sound region. Some weekend and evening availability required to assist with ParentMap events.

**To Apply:** Application materials should be directed to [admin@parentmap.com](mailto:admin@parentmap.com). To be considered you must submit a resume and a cover letter or send an email answering the following questions:

1. Why you're interested in the position.
2. Why you feel you are qualified for the position.

*Candidates from all cultures and communities strongly encouraged to apply.*