

Job Title: Seasonal Event Staff
\$12-\$15/hr

Summary: Under the direction of the Programs Director, the Event staff role will include marketing and promotions of MCA programs and events, administrative support and collateral distribution.

Essential Duties:

- Provide excellent customer service in accordance with the MCA standards.
- Able to lift/move event equipment and supplies as needed
- Attend evening and weekend events as part of the staff as well as Memorial Day, July 4th and Labor Day as needed
- Willing to assist event coordinators with different needs
- Hard working
- Accepts direction
- Driven and motivated
- Goes above and beyond
- Sees things that need to be done and responds without being asked
- Positive attitude with a willingness to help where needed
- Support the preparations and planning for indoor and outdoor events
- End-to-end services for events from office tasks to facility assistance
- Willingness to support the marketing of the MCA and sponsors- canvassing town center / greens / pools.

Education, Experience and Formal Training:

Proven ability to provide high quality customer service proficiency with industry standard word processing, spreadsheet, database, graphics, and presentation applications. Ability to multi-task, work independently and with a team, and perform detail-oriented functions professional, enthusiastic attitude and a team player. Excellent problem-solving and conflict resolution skills

7350 E 29th Ave, Suite 300 • Denver CO 80238 • (303)388.0724 • (303)388.1673 fax • www.stapletoncommunity.com

Master Community Association

