

Job Title: Special Events Assistant
Reports to: Shiloh Gardens Manager
Part time
Location: Cumming, GA

If you are interested in this position, please email linda.israel@furkids.org and submit a resume.

About Us:

Shiloh Gardens is a premier special events venue located in Cumming, Ga. Housed on the 9-acre headquarters of Furkids, Georgia's largest no-kill animal shelter, Shiloh Gardens provides a stunning location with a meaningful purpose, making it a sought after destination for weddings, corporate events, private parties, and more. With a commitment to excellence and personalized service, we provide a unique and memorable backdrop for meaningful moments and events.

Job Description:

We are seeking a dedicated and highly organized Special Events Assistant to join our team. The Special Events Assistant will play a crucial role in supporting the day-to day operations of the event facility. This position requires an individual who is detail oriented, proactive, professional, and capable of handling multiple tasks in a fast paced environment.

Key Responsibilities:

- Assist the venue Manager in overseeing and implementing all aspects of event planning and execution.
- Coordinate with clients to organize all event requirements and ensure details are communicated effectively to the operations team.
- Oversee event set-up, including coordination of equipment rentals, seating arrangements, and catering services.
- Work closely with the operations team and volunteers to ensure the venue is prepared and properly set up according to event specifications.
- Provide guidance during events to make sure the venue and property is cared for and protected properly from damage.
- Assist with administrative tasks such as scheduling meetings and tours, preparing contracts, responding to emails and phone calls, and maintaining records.
- Act as a point of contact for clients and vendors, addressing inquiries and resolving issues

promptly.

- Collaborate with venue Manager to develop and implement strategies for improving venue operations and customer satisfaction.
- Coordinate with the Marketing Team to provide information needed for venue promotional needs.

Requirements:

- High School diploma or GED
- Proven experience in event planning, hospitality, or a related field is preferred.
- Excellent organizational and time management skills.
- Strong communication and interpersonal skills.
- Ability to work well under pressure and meet deadlines.
- Flexible schedule, including evenings and weekends, and holidays as required by event schedules
- Reliable transportation.