



Job Description

Part-Time Seasonal Executive Assistant & Event Coordinator

2026 Children's Summit

Position Type: Part-Time, Seasonal (March - April 17, 2026)

Reports To: Executive Director

Location: Hybrid (Remote + On-site in Campbell on Fri, April 17)

Compensation: \$35/hour

Hours:

- Estimated 10 hours per week (est. 2 hrs/day) leading up to April 16
- 8 hours on event day (April 17)
 - Event time: 8:30 AM – 2:30 PM
 - Required setup & breakdown: 1.5 hours before + 1.5 hours after
 - Total event-day hours: 8 hours

About KiC & the 2026 Children's Summit

Kids in Common (KiC) is a nonprofit organization that advances the wellbeing of Santa Clara County youth by using data, cross-sector collaboration, and policy advocacy to drive systems-level change. Through its annual Children's Data Book, the Children's Agenda Network, and the Children's Summit, KiC turns data into coordinated action that promotes equity and improves outcomes in health, basic needs, and education. KiC works to ensure every child is safe and stable, healthy, successful in learning, and thriving in life.

The Children's Summit is an annual countywide gathering of elected officials, youth leaders, nonprofit partners, educators, philanthropists, and community advocates. The 2026 Summit will be held on **Friday, April 17, 2026**, at **Villa Ragusa in Campbell**, with the full event running from **8:30 AM to 2:30 PM**. The program includes keynote speakers, workshops, youth performances, data presentations, awards, and opportunities for networking and community celebration.

<https://www.kidsincommon.org/childrens-summit>

Position Summary

The **Part-Time Seasonal Executive Assistant & Event Coordinator** provides high-level administrative, communications, and logistical support to the Executive Director throughout the summit planning period. With the Executive Director serving as the sole staff lead, this position plays a vital role in ensuring smooth planning, coordination, and execution, working closely with volunteers. This role requires strong organizational skills, excellent communication abilities, the capacity to manage multiple tasks independently, and demonstrated experience supporting or coordinating volunteer teams.

Key Responsibilities

1. Executive Administrative Support

- Provide daily administrative assistance to the Executive Director.
- Manage scheduling, meetings, agendas, and follow-up communications.
- Draft and send emails to speakers, sponsors, vendors, partners, and volunteers.
- Maintain project trackers, shared documents, and deadlines.
- Prepare meeting notes, agendas, and outreach lists.

2. Event Planning & Program Coordination

Speaker & Presenter Management

- Assist with outreach, confirmations, and logistics for keynote speakers, panelists, workshop leaders, youth performers, and elected officials.
- Collect and organize presenter bios, headshots, logos, and slide decks.
- Support preparation of the printed program and event slide decks.

Sponsorship & Silent Auction

- Track sponsor commitments, logos, ads, and ticket allocations.
- Support sponsor follow-up and deadline reminders.
- Assist in securing silent auction items and preparing signage and bid sheets.

Registration & Communications

- Help set up and manage the event registration system.
 - Respond to attendee inquiries and provide customer support.
 - Assist with website updates, social media reminders, and email announcements.
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3. Logistics & Production Support

- Coordinate catering needs, décor, room layouts, and seating charts.
 - Prepare signage, printed materials, name badges, and QR cards.
 - Coordinate with designers, printers, and décor vendors.
 - Support workshop room setup, backstage flow, and presenter readiness.
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4. Volunteer Coordination

- Assist in recruiting, confirming, and scheduling **5–10 volunteers** for:
 - Registration/check-in
 - Ushers and timekeepers
 - Mic runners
 - Workshop room hosts
 - Silent auction support
 - Stage/backstage assistance
 - Prepare volunteer instructions, schedules, assignment sheets, and day-of packets.
 - Provide support and guidance to volunteers pre-event and during the event.
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5. Event Day Execution (April 17, 2026 — 8 Hours Total)

Time Commitment

- **Event:** 8:30 AM – 2:30 PM
- **Setup:** 1.5 hours before
- **Breakdown:** 1.5 hours after

Responsibilities

- Arrive early to support full event setup.
 - Serve as on-site point of contact for presenters, volunteers, vendors, and performers.
 - Support event flow, transitions, timing, and backstage coordination.
 - Assist with breakdown and post-event wrap-out.
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Qualifications

- Experience providing administrative and/or event support in a professional setting.
 - Strong organizational skills and attention to detail.
 - Excellent written and verbal communication abilities.
 - Ability to manage multiple deadlines independently.
 - Proficiency with Google Workspace and Microsoft Office.
 - Experience coordinating, supporting, or leading volunteers is strongly preferred.
 - Must be fully available on **April 17, 2026**, for the entire event-day schedule.
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Compensation & Hours

- **\$35/hour**
 - **10 hours per week leading up to April 16**
 - **8 hours on April 17**
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How to Apply

Submit your resume and/or a link to your LinkedIn profile, along with a brief statement of interest describing your relevant experience and confirming your availability from March 1 to April 17, 2026. Applications will be reviewed on a rolling basis.

Please note: Although this is a temporary, project-based position, the organization anticipates additional staffing needs later in the year. Strong performance in this role may lead to consideration for continued or expanded employment opportunities following the successful completion of this project.

Contact:

Joy Murrieta, Executive Director: jmurrieta@kidsincommon.org