EVENT STAFFER JOB DESCRIPTION

POSITION INFORMATION

Job Title: Event Staffer  
Reports to: Operations Manager

Status: Part-Time, on call/ Non-Exempt  
Location: Seattle, WA

Salary Range: $15.00 per hour  
Position Closes: Open until filled

POSITION OVERVIEW

Every student is capable of achieving academic success, yet the public education system was not designed to meet students of color where they dream — instead they marginalize them and underestimate their abilities. TAF partners with school districts, educators, and organizations to challenge the current public education system. We address the entire public education system, from top-to-bottom, providing STEM skills and equitable, anti-racist education environments where all students can succeed and by working with emerging and established education leaders of color to improve representation at every level. We:

▪ Co-manage two public STEM schools where we provide industry-relevant and equitable curriculum and experiences
▪ Partner with existing public schools and coach students and staff using our successful STEMbyTAF learning model

Empower early-career educators and established school leaders of color through educational equity and liberation pedagogy

The Event Staffer role is an individual who demonstrates racial equity, diversity, and inclusion fosters an inclusive environment that facilitates diversity. Works independently and as part of a team to set up and tear down events and provide custodial support in the assigned venues. Monitors the venues to ensure it is kept in immaculate condition. Typical routine duties include, but are not limited to, lifting, moving, and set-up of function room furniture and equipment up to 50 pounds, posting signs in directories, sweeping, wet mopping, vacuuming, removing trash, operation of basic mechanical cleaning equipment such as a vacuum, routinely check facility for maintenance issues and report to the manager.

PRIMARY RESPONSIBILITIES

▪ Understands commitment to racial equity with the ability to advocate for it in and outside of the offices.
▪ Understand daily event activity scheduled for the venues.
▪ Bring unusual circumstances or problems to the attention of the manager.
Monitor public areas and rental spaces to ensure orderliness and cleanliness.

Move and set-up tables, chairs, and other equipment in function rooms in for events.

Vacuum carpets, rugs, mats, dust mop, sweep and wet mop floors.

Straighten/arrange furniture.

Clean white boards and trays.

Empty trash and recycle receptacles.

Sweep elevators and stairwells.

Perform related work as required and instructed.

QUALIFICATIONS

Special Requirements/Conditions of Employment

The position requires the ability to sit, stand, walk, lift, push and pull up to 50 pounds; climb stairs and ladders, bend and stoop, kneel and squat, reach, hand and finger dexterity for the use of tools and completing forms.

Working Conditions Schedule

(i.e., hours and days): This person must be flexible and willing to work a schedule that may require early morning, late evening, and weekend hours; changes on a weekly as-needed basis.

This job is an on-call position, could be contacted on short notice to carry out these essential duties and responsibilities.

Work Setting, including hazards: The position may be exposed to walking on uneven ground, dust, gas, or fumes and noise.

Tools and Equipment: Ladders, basics hardware tools, cleaning machines (i.e., vacuum, power washer).

- Ability to represent underserved children of color for higher education and professional success
- Openness to participate in Racial Equity to recognize personal bias and improve performance through a racial equity lens
- Excellent organizational, and communication skills
- Excellent written and oral communication skills with demonstrated ability to speak and write clearly and persuasively
- Good entrepreneurial work ethic and a desire to “get the job done”
- Familiarity working in diverse and multicultural and bilingual environments
- Pass all required criminal and child abuse background checks
- Possess a valid Washington State Driver’s license.

**EDUCATION AND EXPERIENCE**

- 18 years and older
- Fluent in any other language is a plus.

**BENEFITS**

- Not eligible for benefits

**HOW TO APPLY**

TAF is a proud equal opportunity employer that complies with the Civil Rights Act of 1964 (Title VII) and Equal Employment Opportunity (EEO) and follows guidelines to select the best qualified person for each position within the organization. No employee or applicant will be discriminated against because of race, creed, color, religion, gender, sexual orientation, national origin, age, or other physical or mental disability.

Forward resume and cover letter to the Attention of HR at tafjobs@techaccess.org. Your cover letter should express why you’re interested in this role and address the following questions:

1. What does it mean for you to have a commitment to anti-racism?
2. How have you demonstrated that commitment and how would you see yourself demonstrating it at TAF?

For more information visit our website at www.techaccess.org/careers. No phone calls please.