



Temporary Event Support

Who We Are:

JoyRx Heals All.

At Children's Cancer Association (CCA), we believe Joy is an unlimited resource and undeniable right. We champion purple, but know Joy heals young patients of all colors, no matter what language they speak, where they hail from, or live—ensuring all have equal access to no-cost, Joy-based programming.

We strive to create a workplace that reflects the diversity of the kids and families we serve, championing our team of unique individuals to feel empowered to bring their full, authentic selves to work.

At CCA, we know it takes more than medicine to treat cancer and serious illness. When a child is facing life's most challenging moments, it's not enough to try to fix their body—we must also help them heal emotionally.

For 25 years, CCA has delivered programs to help young patients find their Joy. JoyRx® programs feature music, mentorship, and nature to create feel-good moments for seriously ill kids and help them positively shift their mood to relieve the sadness, anxiety, and isolation experienced during lengthy treatments and hospitalizations—transforming their pediatric healthcare experience.

Who you are:

In this 4 month (July – October) temporary position, you will support CCA's event and development team with execution and logistics of several signature events.

You are organized and reliable hard worker who is willing to do what needs to be done to make a successful event. You thrive in a fast-paced and dynamic environment.

Essential Functions

- Assist with planning, organizing, and executing event logistics including, but not limited to:
 - CCA Invitational Golf Tournament (August 8th- 9th)
 - Golf For Joy Tournament (August 23rd-25th)
 - Wonderball Gala (September 25th)
- Assist with mailing acknowledgement letters and donor stewardship calls
- Coordinate pick up, packaging, and/or delivery of donations
- Organize and coordinate guest lists

Skills

- Highly organized and detail oriented
- Strong written and verbal communication skills
- Strong customer service skills
- Self-starter with the ability to work independently and within a team
- Strong problem-solving skills
- Ability to meet deadlines in a fast-paced environment



Education & Experience

- High School diploma or equivalent
- 1-2 years of event support or planning experience
- Proficiency in Microsoft Suite of products, particularly Excel, Word and Outlook required
- Non-profit experience a plus

Competencies

Planning & Organizing – Prioritize multiple tasks, maximize use of available time, work is accomplished efficiently and accurately Initiative - Effective performers are proactive. They make things happen.

Relationship Building – Establish and maintain productive relationships. Initiate contacts readily.

Active Communications – Actively seeks information from a variety of sources.

Positive Impact – Make positive impressions and energize those around them, are personable, self-confident, optimistic and enthusiastic about what they do.

Adaptability – Effective performers are flexible and open to new ideas. Quick to adapt.

Work Environment

This position will be work primarily remotely and will require frequent travel in the Portland Metro area, including to the CCA office. Events take place outdoors, with exposure to various weather elements.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without a reasonable accommodation.

Constantly operates a computer and other office equipment, such as a copy machine, and computer printer. This position requires the ability speak, hear, write, and read English.

This position requires the ability to sit, stand, walk, occasionally bend, twist, or stoop and occasionally lift and transport equipment up to 30lbs.

Reliable transportation to pick up and transport items is required.



Position Type/Expected Hours of Work

This is a full-time (40 hours/week) temporary non-exempt position. Some flexibility in hours is allowed; days and hours of work are generally Monday through Thursday, 8:00 am – 5:30 pm and Friday 8:00 am – 12:00 pm. Require occasional nights and weekend work.

Compensation:

Pay rate starts at \$16.00/hour. Temporary employees are not eligible for CCA Benefits or PTO, except as required by law.

Reimbursement will be provided for miles traveled while on CCA business.

Application Guidelines:

Complete the [application](#) through our application portal.

General Information:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required for the position. Job duties may change at any time with or without notice.