



## **Ride Assistant Producer** *Part-Time/Seasonal*

The Connecticut Veterans Legal Center (CVLC) is seeking a **Ride Assistant Producer** to play a vital role in the planning and execution of the 2024 Ride for Our Vets. This annual event, which typically draws between 100-200 participants, helps raise vital funds to support Connecticut Veterans Legal Center's mission to *remove legal barriers for Veterans in accessing housing, healthcare, income, and recovery*. Anticipated start date is the end of February/beginning of March.

### **Primary Roles & Responsibilities:**

- Support the Ride Producer in developing the event plan and set-up for The Ride for Our Vets 2024
- Support the Ride Producer by managing all logistical details for The Ride for Our Vets 2024
- Support the Ride Producer in identifying vendors and entertainment for The Ride for Our Vets 2024
- Work with Ride Producer to develop the day-of action plan and management of vendors, contracts, and permits
- Coordinate contracts, W2s and other needed paperwork for The Ride for Our Vets 2024 vendors
- Recruit and manage volunteers.

### **Other Roles & Responsibilities:**

- Coordinate rentals and other key elements for The Ride for Our Vets 2024
- Assist with the development of the routes and family-friendly activities for The Ride for Our Vets 2024
- Assis with the identification of possible groups / individuals who might be interested in participating in The Ride for Our Vets 2024

### **Qualifications for the Role:**

- Ability to work under pressure with high level of detail
- Past experience coordinating community-based initiatives, bonus for those with experience coordinating athletic / marathon type events
- Proficiency using computer programs including excel, word, and dropbox (or Google equivalent)
- Experience working with and managing volunteers
- Passion about supporting Veterans and their unique needs
- **Veterans or individuals from military families strongly encouraged to apply**

### **Compensation:**

This is a part-time, seasonal employment opportunity with a flexible work schedule. The hourly rate for the position is \$25 an hour for a total contract allotment of 200 hours. *This position does not include benefits.*

This position will report directly to the Deputy Director of Development and Communications.