



The Ride for Our Vets Production Manager

Part-Time (contract)

The Connecticut Veterans Legal Center (CVLC) is seeking a **Production Manager** to support the execution of our annual Ride for Our Vets fundraiser on June 14th. This contact person will play a critical role in the success of the event which draws between 125 – 150 participants and will raise more than \$125,000.

Primary Roles & Responsibilities

- Assist with the pre-event planning with the Ride Producer:
 - General confirmation of production elements
 - Sort jerseys, bibs and other items
 - Sort marketing materials and handouts
 - Prepare check-in materials
- Day before responsibilities:
 - Pick-up UHaul
 - Load UHaul with all items (with support from other CVLC staff members)
 - Drive UHaul down to Stamford
 - Park UHaul overnight at venue
 - Put up all Ride directional signage for Routes
- Day of responsibilities:
 - Deliver service items to rest stops
 - Manage and supervise rest stop set-up
 - Pick-up all directional signage post-ride
 - Pick-up all items from rest stops
 - Load UHaul
 - Unload at CVLC offices
 - Return UHaul

Required Skills and Experience

- Valid CT driver's license and access to a reliable vehicle
- Event execution / production management experience
- Background in event planning / producing strongly desired
- Strong attention to detail

Compensation: This is a part-time contract position, paid hourly at **\$50/hour**. We anticipate that the production manager will work between 25-35 hours. Schedule based on the final hires availability, pre-event work ideally between June 9th – 12th, with full availability on June 13th and 14th is required. *Mileage reimbursement will also be offered for all driving done in personal vehicle.*

Locations:

CVLC's Admin Office, 265 Church Street, New Haven CT (pre-event work)

Half Full Brewery, Third Place, 575 Pacific Street, Stamford, Connecticut (event)

Schedule: Final work schedule to be determined upon hire.

To apply: Send resume and brief cover letter explaining why you are interested in this position to applicants@ctveteranslegal.org.

Veterans, Military Spouses, and other members of the military community are strongly encouraged to apply. Studies have shown that women, members of the LGBTQ+ community, and Black, Indigenous, People of Color (BIPOC) individuals are less likely to apply for jobs unless they believe they meet every single one of the qualifications as described in a job description; despite the reality that applicants rarely ever meet 100% of the qualifications.

We are committed to building a diverse and inclusive organization, and we are most interested in finding the best candidate for the role. That candidate may be one who comes from a background less traditional to our field of work, and that's okay! We strongly encourage you to apply, even if you don't believe you meet every one of the qualifications described.

About CVLC: We are a dynamic group of client-centered advocates. The results we get for our veterans are some of the best in legal aid, and we all play a part in making that happen. We are collegial and collaborative; we all pitch in as needed. Our teamwork is a hallmark of our organization. CVLC is the first legal aid program in the country to form a medical-legal partnership with the VA. This partnership integrates legal help into VA mental health, housing and addiction services. Our work occurs where veterans law intersects with economic and racial justice, human rights, and mental health.

CVLC MISSION

Connecticut Veterans Legal Center's mission is to empower, support, and improve the lives of Connecticut Veterans by providing free legal assistance to help them overcome legal barriers to housing, healthcare, income, and recovery.

CVLC VISION

Connecticut Veterans Legal Center's vision is for all Connecticut Veterans to thrive and contribute to their communities with a sense of self-worth and dignity.