



The Ride for Our Vets Production Manager

Part-Time (contract) | June 9 – 13, 2026

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 13, 2026. This contact person will play a critical role in the success of the event which draws between 150 – 200.

The Ride for Our Vets is a charity cycling event that raises money to support the Connecticut Veterans Legal Center's mission. This year's event will take place on Saturday, June 13th, launching and ending at Half Full Brewery in downtown Stamford.

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 ride merchandise and giveaways
 - 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 at venue
 - Put up all Ride directional signage for Routes
- Day of responsibilities:
 - Assist with final set-up
 - Pick-up all directional signage post-ride
 - Load UHaul (post-ride)
 - Unload at CVLC offices
 - Return UHaul

REQUIRED SKILLS AND EXPERIENCE

- Valid CT driver's license
- Event execution / production management experience, with specific experience with running / cycling events strongly desired
- Strong attention to detail

COMPENSATION

This is a part-time contract position, paid hourly at **\$50/hour**. *Mileage reimbursement will also be provided at the rate of 0.725/mile for any driving done in personal vehicle outside of normal commute to base location(s).*

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. We anticipate that the production manager will work between 25-35 hours. Schedule based on the final hire's availability, pre-event work ideally taking place on June 10th and/or 11th. **Full availability on June 12th and June 13th is required.**

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.