



ASSISTANT PROJECT MANAGER

September 17, 2021

Learn more about tapestry at [pfw.edu/tapestry](http://pfw.edu/tapestry)

- 1. Title: Assistant Project Manager, Tapestry
- 2. Reports to: Project Manager, Tapestry
- 3. Compensation: \$15.25 per hour for a total of 500 remaining hours for this contract. If it is mutually agreeable for additional hours to be worked, those hours will be compensated at the rate of \$15.25 per hour.

Benefits: N/A

- 4. Responsibilities include, but are not limited to, the following:
  - a. Assist the Tapestry Project Manager with all aspects of event management
  - b. Perform Project Manager duties in her absence
  - c. Recruit and lead Fundraising efforts to secure cash sponsorships equaling \$150,000 and a minimum of 40 Corporate Table sponsors through annual email campaign
  - d. Communicate with past sponsors and potential new sponsors regarding sponsorship opportunities at Tapestry
  - e. Provide all sponsor follow-up after the contract is signed. Tasks include but are not limited to the following: Obtaining all required sponsor information, follow-up phone calls and emails, and ensure sponsors receive all sponsor benefits as contracted
  - f. Attend and schedule monthly Tapestry Steering Committee meetings; take and distribute meeting minutes; create agenda packets for SC members at meetings
  - g. Over-see the Silent Auction Chair with its management; goal is to raise \$14,000
  - h. Assist with event set-up on Thursday, September 16, 2021 from 8:00 a.m. until 7 p.m.
  - i. Attend and work Tapestry event on Friday, September 17, 2021 from 6:00 a.m. until 6:00 p.m.
  - j. Perform administrative and other duties as necessary
  - k. Skills preferred are: proficient in Excel spreadsheets and Word; experience in taking minutes in a meeting; attention to details; multi-tasker; flexible schedule; self-discipline to work from home when necessary; excellent communication skills

- 5. Employment Dates: April 1 – September 30, 2021

Estimated Hours per month:

2020-21 Months	Wks	Hrs/wk	Hrs/Month	Ave Hrs/Wk
September	1	0	0	
October	5	0	0	
November	4	4	16	
December	4	4	16	
January	4	8	32	
February	4	8	32	
March	4	12	48	
April	4	12	48	



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May	4	20	80	
June	4	20	80	
July	5	20	100	
August	4	25	100	
September	4	25	100	
	<b>52</b>		<b>652</b>	<b>12.50</b>

**To apply, please send resume with cover letter to [Tapestry@pfw.edu](mailto:Tapestry@pfw.edu)**