

Ann Arbor Thinkers Club is looking for an...

Event Assistant!

About: This position will assist with scheduling youth chess tournaments for kids in the Ann Arbor Area.

Pay: 12.50/Hour

Hours: 6-10 Hours/Week

Duration: 6 weeks, with possibility of continuing in the Fall.

Location: Remote, with Library Meetsups and Google Meet

Hours: 8

Schedule: Monday-Thursday mornings (flexible)

Job Responsibilities:

- Creating registration forms and flyers using pre-existing templates
- Updating company website with new tournament information
- Listing new events on public tournament boards such as Michigan Chess Association
- Other miscellaneous tasks related to planning events.

Job Qualifications:

- Basic proficiency with computers and technology, including familiarity with Google Suite (Google Forms, Drive, Sheets, etc.)
- Willingness and ability to learn new computer tools, including Wix (website management), Mailchimp (newsletters), Trello (project management), and others.
- Familiarity with chess tournaments
- High School (14+) and College Students encouraged to apply

To Apply: Visit www.annarborthinkersclub.com and click on the "Events" tab or...

Apply directly here: [Event Assistant Job Application](#)