

Job Title: After-Hours Event Staff
Department: Events
Reports To: Event & Visitor Services Director |
Event Services Manager
Direct Reports: 0
Status: Part-Time, Hourly, Non-Exempt



Updated: August 2025

World Forestry Center (WFC) is a 501(c)(3) nonprofit organization located in Portland's Washington Park with a vision for the future in which everyone connects forest health to their own well-being. For over half a century, WFC has brought people and forests back together. Our mission – to create and inspire champions of sustainable forestry – is centered on people. Our focus is not on forests alone, but rather on how people think, act, and relate to them.

Position Overview

The After-Hours Event Staff person supports evening social and business events in our campus venues. As a member of the event team, you will play a key role in ensuring the smooth operation of events through customer service, basic facility support, and site monitoring. You'll help maintain a clean, safe, and welcoming atmosphere for clients, guests, and vendors. Typical shifts for this position are 5:00pm – midnight.

Responsibilities

- Provide outstanding customer service and ensure a safe, welcoming environment
- Monitor event spaces and campus grounds for cleanliness, safety, and compliance
- Assist with crowd management and direct guests to appropriate venues
- Respond quickly and effectively to emergencies (e.g., medical, fire, power outages)
- Navigate stairs and outdoor terrain, including grassy slopes, in various weather conditions
- Prepare clear and consistent end-of-shift reports
- Operate and troubleshoot basic AV equipment (or be willing to learn)
- Perform simple facilities tasks (e.g., resetting breakers, basic troubleshooting)
- Lock and secure facilities after events conclude

Qualifications

- Experience in events, hospitality, or facilities preferred
- Strong customer service and interpersonal skills
- Ability to remain calm and professional in high-pressure situations
- Positive attitude and team-oriented mindset
- Reliable transportation and flexible evening/weekend availability
- Must complete first aid events training within six months of hire

Additional Position Information:

- This is a part-time, hourly position starts at \$21.40/hour and works a schedule of 10-12 hours per month
- Predominately evening shifts on both weekdays and weekends
- Benefits include: paid sick leave, 401K plan, and access to reciprocal admission programs with local attractions

To Apply

- Please send cover letter and resume in attention to Angie Garcia, Event Services Manager at agarcia@worldforestry.org.
- Application deadline: Friday, September 5, 2025
- No phone calls, please

World Forestry Center is an equal opportunity employer and does not discriminate in its selection of candidates for employment based on race, color, national origin, religion, sex or sexual orientation, marital status, disability, age, military service, family medical history, legal source of income, gender identity, political affiliation, or family leave obligations.

WFC offers a competitive salary and a full benefits package. Compensation is commensurate with experience. WFC reserves the right to add or change duties at any time.