Taskforce Volunteer Assistant Event Planner

Call ID: NAD-PAUC-000813-2026
Where: San Francisco, United States
When: Jan 1 - Dec 31, 2026

Summary

Position Summary:

Rio Lindo Adventist Academy is seeking a creative, organized, and service-oriented **Taskforce Volunteer Assistant Event Planner** to support the coordination of campus events and student life programming. This individual will assist in planning and executing a variety of school-wide events, including spiritual weekends, banquets, talent shows, recreational activities, graduation, and alumni weekend. The Assistant Event Planner will work closely with school administrators, student leaders, and staff to ensure each event is engaging, Christ-centered, and well-run.

Destination

San Francisco United States

Term

Long-Term, - months, Jan 1 - Dec 31, 2026

Position

Type: Event Organizer, Total People Required: 1, Target Age: Any

Finances

Cost: $0.00, Monthly Living Allowance: $600.00, Local Currency: USD, Finance Type: Regular (Shared Funding)

Lodging & Food

Room and Board provided.

Restrictions: Not Specified

Gender Lodging: Either

Marital Status Lodging: Either

Child Accommodations: Not Specified

Health Notes

Not Specified

Dress

Acceptable:

Unacceptable:

Duties

Key Responsibilities:

- Assist in planning and logistics for school events including venue setup, scheduling, and communication
- Collaborate with staff and students to develop themes, create promotional materials, and organize activities
- Support the execution of major events such as Spirit Week, Week of Prayer, Junior/Senior Banquet, and Graduation Weekend
- Help manage event budgets, supplies, and vendor coordination
- Document and promote events through photos, video, and social media (as assigned)
- Provide hands-on help during events for setup, coordination, and clean-up
- Attend planning meetings and contribute creative ideas that align with Rio’s mission

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Experience

Qualifications:

- Active and growing relationship with Jesus Christ and support of Adventist education
- Excellent organizational skills and attention to detail
- Outgoing, flexible, and willing to take initiative
- Experience in event planning, student leadership, hospitality, or project management is a plus
- Must be at least 21 years old
- Must be approved through the North American Division Taskforce Program

Education

High School

Education Concentration

Not Specified

Languages

English (fluent)

Trade Skills

Any

Host	« Private »
Host Contact	« Private »

Travel Documentation

Travel

Destination City	San Francisco	Destination Airport	San Francisco

Medical

Required Inoculations	(not set)	HIV Clearance Required?	No
Medical Recommendations	(not set)		

Visa

Visa Required?	No	Visa Type	(not set)
Visa Application By	(not set)		
Work Permit Required?	No		
Work Permit Application By	(not set)		
Police Clearance Required?	No		
Child Protection Required?	No		
Send Documentation To	(not set)		
Documentation Deadline	(not set)		

Visa Travel Details

(not set)

Interview		**Orientation**	
Phone Interview Required?	Yes	Orientation on Site?	No
Signed Agreement Required?	No	Orientation Stipend?	No

Travel Advisory

United States

