

# 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:

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## 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)

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**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**

Phone Interview Required? Yes

Signed Agreement Required? No

**Orientation**

Orientation on Site? No

Orientation Stipend? No

**Travel Advisory**

United States

**1** Exercise normal precautions