



## Office and Event Assistant

**Aspen Center for Physics (ACP) is seeking an Office and Event Assistant to join their small, hard-working, and enthusiastic team.** ACP is a non-profit corporation founded in 1962 to enable distinguished international physicists to discuss the most topical and critical problems in modern physics. Each year, over 1,000 physicists from all over the world travel to Aspen to attend summer workshops and winter conferences at the Center. The Center offers free public lectures during both the summer and winter seasons, bringing cutting-edge research to the interested non-scientist. The Center is run by a volunteer board of up to 80 members and 4 staff members.

**Mission:** Advancing the fundamental understanding of our universe.

### Primary Responsibilities & Daily Tasks:

Welcomes and provides information to visitors and callers, relieves staff of clerical work and assists with events by performing the following duties:

- Provide concierge services to physicists by providing information about recreation, dining, transportation and more.
- Help with light food service, including preparing morning snacks, coffee, and afternoon snacks.
- Provide support at social events for physicists (including light food service, production, and clean-up).
- Help set up and welcome guests for the weekly public lectures.
- Maintain clean, organized, and well-stocked facilities
- Manage inventory and supplies. Receive deliveries and assist with ordering.
- Process payments for participant bills and purchases.
- Assist in managing the fleet of bicycles on campus (inventory, assist in checking-out).
- Complete various administrative and organizational duties as needed.
- Circulate through campus and assist where needed to create a productive environment for physicists.

### Desired Qualifications and Skills:

- College degree preferred
- 1+ years experience in an office environment
- Self-starter who enjoys working on a team
- Enthusiasm and knowledge about the Aspen area
- Ability to work cooperatively with a diverse and international constituency
- Google Suite (Google Docs, Sheets)
- Microsoft Office Suite (Word, Excel) experience
- General IT knowledge

### Our ideal candidate will have:

- Knowledge of Wordpress or similar
- Familiarity with databases and data entry
- Food and beverage experience
- Customer service/hospitality experience



**Compensation Details:**

Salary range is \$25-30 per hour, commensurate with experience. This position is located in our Aspen office and is a non-exempt position.

**Working Relationships:**

- Reports to Administrative Vice President
- Works closely with Communications and Development Manager and Accountant

**Hours and Timeframe:** This is a full time, seasonal position with growth potential. It is approximately a 4-month position to start (mid-May through mid-September). An opportunity to extend the position for limited work off-season and during our winter season is possible. Hours will typically be 9am-5pm, with later hours on Tuesdays and Wednesdays to help with events.

**To Apply:**

Send a cover letter and resume (including 2 professional references) to [acp@aspenphys.org](mailto:acp@aspenphys.org) with the subject line: Office and Event Assistant Application

*It is the policy of Aspen Center for Physics to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, income level or any other characteristic protected by law. Under applicable laws, Aspen Center for Physics employs only United States citizens and individuals who are authorized to work in the United States.*