



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 around 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.

Job Description:

The Aspen Center for Physics (ACP) is seeking a detail-oriented and enthusiastic Office and Event Assistant to support the daily operations and enhance the experience of visiting physicists. This role involves a combination of administrative, hospitality, and event support duties, including providing concierge services and assisting with light food service. The ideal candidate will be a proactive self-starter with excellent organizational and communication skills, and possess a passion for providing exceptional service to a diverse, international community. Reports to the Administrative Vice President.

Primary Responsibilities & Daily Tasks:

- Provide concierge services to physicists by providing information about recreation, dining, transportation and more.
- Help with light food service, including providing morning snacks, coffee, and afternoon snacks.
- Provide support at social events for physicists
- 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.
- 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)
- 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.

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 during the off-season and 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 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.