



Job Posting

ILC Event Attendant

Position Summary

CBD's Instructional Learning Center (ILC) hosts professional development opportunities for K-12 teachers in Ada, Michigan.

The ILC Event Attendant will work to coordinate, host and prepare details related to CBD's ILC events. This may include but is not limited to preparation for daily training events, effective communication with multiple caterers, running errands, stocking supplies, ordering materials, coordinating hotel accommodations and other event-related details.

Employment Description

We are looking to finalize the selection of our new team member within 60-90 days of the posting of this advertisement. This employment opportunity is currently an hourly part-time seasonal position, June through August 2018. Compensation will be \$13.00/hour. Most weeks training events will occur Monday-Thursday (7:30am-4:30pm), depending on which events are scheduled.

Preferred Skills and Attributes

To properly perform the role of ILC Event Attendant, candidates should be:

- dependable and punctual
- cheerful and outgoing
- organized and detail-oriented
- effective verbal and written communicators
- comfortable creating and operating various document types and spreadsheet applications

If interested in this position, please send letter of interest and resume including professional references by Thursday, March 1, 2018 to:

Rebecca Szilagy, CBD Human Resources
rszilagy@cbdconsulting.com

For more information about CBD, please find us at:
www.cbdconsulting.com or <https://vimeo.com/225594841>

