



Event Manager

ABOUT PACK AWAY HUNGER

In a world with enough resources to feed everyone, no one should ever go hungry. And yet, every day, people in every corner of the world fight food insecurity and malnutrition. We're on a mission to fight this reality. Through our hunger relief programs we create and distribute nutritious meals, educate students about hunger, and provide hands-on service experiences for groups of all sizes. At the heart of our programs are meal packing events, powerful and fun service opportunities that inspire volunteers and generate thousands of nutritious meals. Since our founding in 2010, more than 100,000 volunteers have joined our cause, packing more than 23 million meals for those in need.

JOB SUMMARY

The Pack Away Hunger Event Manager leads meal packing events, prioritizing a positive experience for volunteers, sponsors, and community partners. The Event Manager serves as an enthusiastic ambassador for the organization, creating a seamless service experience for the meal pack sponsor.

RESPONSIBILITIES

- Direct all aspects of meal packing events at the Pack Away Hunger headquarters in Beech Grove and offsite locations.
- Effectively communicate with venue and event sponsors to facilitate event set-up, teardown, and other logistics.
- Conduct welcome and post-event remarks.
- Train volunteers on the meal packing process.
- Ensure food safety and cleanliness best practices are followed throughout the event.
- Communicate event outcomes to Operations Director.

QUALIFICATIONS & SKILLS

- Strong desire to help others in need.
- Excellent interpersonal skills.
- Positive attitude and strong work ethic.
- Comfortable speaking to groups of all sizes.
- Willingness to ask questions, give input, and take direction.
- Strong organizational skills.

JOB REQUIREMENTS

- Willingness to manage 1-2 events per month.
- Evening and weekend work is required.
- Local travel to offsite meal packing events is required.
- Occasional overnight travel is optional.
- Ability to pass DOT physical and legally operate a passenger vehicle, sprinter van and box truck.
- Ability to operate a pallet jack or willingness to learn.
- Ability to operate computers and audio/visual equipment.
- Ability to stand for long periods of time.
- Ability to regularly lift and/or move objects up to 50lbs.

PAY

Pay starts at \$100 for each 2–3 hour event with the potential to earn more for longer events and increased responsibilities.

LOCATION

The position is fully onsite at Pack Away Hunger Headquarters (5230 Park Emerson Drive, Suite A. Indianapolis, IN 46203) and at various offsite event locations.

TO APPLY

Email your resume to hr@packawayhunger.org