

HumanKind Event Assistant

Description of Position

HumanKind is a non-profit that wraps around local families struggling to overcome challenges associated with poverty – financial coaching, transportation, childcare, foster care, and parenting support. This student will help provide essential support to the Communications and Development teams giving administrative assistance, supporting event logistics, and race-day operations. The typical hours of operation are between 9am-4pm, Monday through Friday, with occasional nights and weekends as needed.

The student will report to the Liberty University Federal Work Study Coordinator and the HumanKind Directors of Communications and Development. Students hired for this position will be employed by the Liberty University Financial Aid Office and located on-site at the center.

Liberty University Financial Aid Office
Student Service Center in Green Hall
1971 University Blvd
Lynchburg, VA 24515

HumanKind
1903 HumanKind Way
Lynchburg, VA 24503

Job Responsibilities

- Assist with event planning and logistics
- Participate in event setup, breakdown, and day-of operations, helping ensure a positive experience for attendees, volunteers, sponsors, and staff
- Help maintain event records, registrations, supply inventories, and administrative documentation

Job Qualifications

Minimum:

- Federal Work Study eligibility
- 10 to 20 hours of work availability per week
- Must provide own transportation
- Must pass various background checks, including, but not limited to, a check at the time of initial employment and subsequent checks on behalf of the Federal Work Study Community Service

Preferred:

- At least a second-year student at Liberty University in good standing (no reprimands or suspensions)
- Cumulative GPA of 2.5 or higher

Pay Rate: \$16.23 per hour

Length of Employment: Immediate start, lasting until the position is no longer a good fit for the student or the center. The student will be evaluated by the on-site supervisor on an annual basis at the end of the spring semester. Summer employment opportunities are also available.

Any questions regarding this position or Federal Work Study eligibility can email workstudy@liberty.edu. The application can be found on the [Human Resources Job page](#).