



## **Position:**

Event Team Member

## **Reports To:**

Marketing Manager

## **Location:**

Boise, Idaho

## **Status:**

Hourly - \$12- 14/Hour

## **General Summary:**

The Event Team Member will represent Syringa Networks at community events including barbecues, fundraisers, benefits and other marketing events as required, completing event from start to finish. Responsibilities include preparation, set up, clean up, and everything in between. Tasks vary widely from event to event.

## **General Duties and Requirements:**

- Purchasing event supplies, including food and drinks, paper goods, etc.
- Set up at event including setting up chairs and tables, decorations, signage, tents, lighting, tradeshow booths
- Facilitation of events including cooking and serving food, grilling, pouring drinks, handing out flyers
- Keep an inventory of event supplies
- Greeting guests, making sure everyone has what they need
- Preparing event materials, stuffing envelopes for mailings
- Other duties as required

## **Knowledge, Skills, and Abilities:**

- Must be extremely flexible and able to assist where needed for each event
- Must be friendly and work well with the public
- Must be able to work with minimal supervision
- Ideal candidate will be composed even under stress
- Proficient with PC skills, Microsoft applications including various office equipment and telephone systems
- Must hold a valid driver's license
- Must be willing to travel up to 50%
- Must be willing to work long days as needed to travel to and from events
- Weekday, evening and weekend hours as required
- Must be able to stand for long periods of time



- Must be able to lift up to 50 lbs.
- Must be able to pass pre-employment drug screening and background check

## Education and Experience:

- High School diploma
- Some college preferred
- Military experience preferred
- Cooking and food prep experience helpful
- Marketing or event experience helpful
- Experience towing trailers preferred

## How to apply:

If you are qualified and interested in this position, please send your cover letter and resume to: [resumes@syringanetworks.net](mailto:resumes@syringanetworks.net) or fax to (208) 229-6110  
Attn: Human Resources

## About Syringa Networks:

Syringa Networks specializes in custom network solutions for businesses, providing a wide range of networking services throughout the region. Delivered over a purpose-built self-healing fiber optic network, services are available at a range of speeds from T1 to OC-192 and Ethernet at data rates ranging from 1 Megabit (Mb) to 10 Gigabits (Gbs). The regional company also offers Dedicated Internet Access (DIA), MPLS, SONET, DWDM, ATM/Frame, Fiber-to-the-Tower, and Network Equipment sales.

Syringa Networks is a privately held Idaho corporation and is headquartered in Boise, Idaho, with additional offices in Idaho Falls, Idaho, and West Valley City, Utah.

*This job description in no way states or implies that these are the only duties to be performed by the employee. He or she will be required to follow any other instructions and to perform any other duties requested by his or her supervisor. In accordance with the American with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others and which impose undue hardships on the organization. Furthermore, job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.*