

**Catholic Charities Diocese of Arlington**  
St. Martin de Porres Senior Center

**Job Title: ACTIVITES ASSISTANT- PARTY PLANNER**

**Benefits:**

- Help improve the lives of lonely and at-risk seniors
- Have fun in a multi-cultural environment
- Express your creativity

**Responsibilities:**

- Plan and execute all aspects of senior center special events

**Qualifications:**

- Experience in party planning, events management, or related field
- Training in food safety
- Ability to work within tight budget constraints
- Must be able to lift/carry at least 35 lbs.

**Commitment:**

- As available per event
- Must stay committed to assigned event from start to finish, and attend event

**Hours of availability:**

Some weekdays, between hours of 7:30am and 3:30 pm  
May do some self-scheduling and/or work at home

**Location:** St. Martin de Porres Senior Center, 4650 Taney Ave Alexandria VA 22304

**Contact:** Maryanne Mundy, Activities and Volunteer Coordinator 703-751-2766  
mmundy@ccda.net

visit our website at [www.ccda.net](http://www.ccda.net)