

Job Description
Event Team
Cyber Innovation Center

This position is for a **part-time event support contractor** at **Cyber Innovation Center (CIC) in Bossier City, LA**. It will require handling a wide range of events support related tasks. Worker must be able to work independently with little or no supervision.

In this position, you will interact with staff and event guests (at all levels) in a fast-paced environment, sometimes under pressure. Remaining flexible, proactive, resourceful, and efficient, with a high level of professionalism and confidentiality is crucial to this role. Expert level written and verbal communication skills, strong decision-making ability, and attention to detail are equally important.

POSITION REQUIREMENTS:

- Must be a U.S. Citizen
- Subject to a background investigation with no negative results
- Though not required, a government security clearance is a plus
- Strong communication skills, both written and verbal
- Proficient in MS Office, including Word, Excel, PowerPoint, and Outlook
- Proficient with internet search engines (Google, Yahoo, etc.)
- Strong organization and multi-tasking skills
- Positive attitude, creativity, and patience
- Ability and willingness to move tables and chairs and lift items weighing in excess of 25 pounds
- High integrity and strong moral character – in this position, you may be exposed to sensitive information demanding utmost discretion
- Basic financial accounting skills

POSITION RESPONSIBILITIES:

- Greet guests upon arrival, verifying their identity and issuing their registration credentials.

- Quickly and accurately determine each guest's status and whether they require further processing.
- Accept cash payments, providing change when necessary, notating payments received in Excel and/or Google Sheets.
- Maintain the guest registration area. Ensure that all guests comply with security protocols.
- Be vigilant in all event spaces, ensuring that only guests with the proper credentials are present.
- Other duties as assigned.

COMPENSATION:

Hours: Typical hours during events are 7 a.m. to 6 p.m., Monday – Friday, though this can vary. The ideal candidate will be available to work at least three hours at a time, however, there may be some flexibility regarding hours, based on availability of qualified applicants. There may be periods with no events when no workers are needed, and there may be periods with multiple events running concurrently. Workers will be given ample notice of upcoming events.

Hourly Rate: \$12-15 per hour, commensurate with ability and experience. Contractors will receive a Form 1099 at the end of the year.