

# Events & Outreach Contractor (part time)

Help lead two of Pleasanton's largest community events while supporting programs that benefit more than 13,000 PUSD students.

## About PPIE

Pleasanton Partnerships in Education Foundation (PPIE) is the nonprofit education foundation supporting all students in the Pleasanton Unified School District. Through family giving, business partnerships, grants, sponsorships, and community fundraising events, PPIE invests in programs that enhance student learning, wellness, enrichment, and opportunity.

In 2026, PPIE made a record-breaking \$900,000 investment in PUSD programs, supporting libraries, student wellness, outdoor education, and student and educator grants across all schools.

## Overview

PPIE is seeking an energetic, organized, and community-minded Events & Outreach Contractor to support our major fundraising events and community engagement efforts.

This role is ideal for someone who enjoys event planning, volunteer coordination, community outreach, and building relationships with schools, families, businesses, and community partners.

## Key Responsibilities

### Events

- Coordinate planning and execution of PPIE's major events, including the Pleasanton Run for Education, Fall Gala, and State of the School District

- Manage event timelines, logistics, vendors, volunteers, and sponsor recruitment and fulfillment

- Support event promotion, registrations, and participant engagement

- Recruit and coordinate volunteers for events

- Assist with auction procurement and event-day execution

### School & Community Outreach

- Support and grow PPIE's Ambassador Program across PUSD schools

- Attend school and community meetings as appropriate

- Increase awareness of PPIE programs, events, and impact

- Build and strengthen relationships with schools, families, volunteers, and community partners

- Represent PPIE at community events and engagement opportunities

## Qualifications

- Experience in event planning, nonprofit organizations, community engagement, marketing, or related fields

- Strong organizational and project management skills

- Excellent written and verbal communication skills

- Ability to manage multiple priorities and work independently

- Experience working with events preferred

- Familiarity with Pleasanton schools and community preferred

## Engagement Timing

Workload averages 10-20 hours per week, with increased hours during peak event seasons (August-November and February-April). Some evening and weekend availability is required. Salary Range is between \$35-38 per hour.

**To Apply** Please submit a resume and brief cover letter outlining your relevant experience and interest in supporting PPIE's mission. Open until filled. Send to Andrea Wilson at [andrea.wilson@ppie.org](mailto:andrea.wilson@ppie.org).