

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, 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 volunteers 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.

To Apply Please submit a resume and brief cover letter outlining your relevant experience and interest in supporting PPIE's mission. Send to Andrea Wilson at andrea.wilson@ppie.org.