



Job Title: Events and Volunteer Coordinator	Reports to: Director of Advancement
Department: Advancement	Fair Labor Standards Act: Exempt
Revision Date: May 9, 17	

Position Overview:

Coordinates, directs and assists in all internal and external events and volunteer activities of The Parish School. Collaborates and coordinates regularly with the Advancement department, Administrative Manager, Administrative Coordinator, Maintenance Supervisor, and volunteers.

Essential Duties and Responsibilities:

- Plans and executes fundraising events (several events a year), including vendor coordination, planning and production
- Prepares and oversees set-up and take-down for internal school events (multiple events a week), including preparing handouts, room layouts, technological needs, refreshments, etc.
- Manages internal and external school calendars
- Works with Administrative Coordinator to keep kitchen and refreshments stocked, linens laundered
- Serves as liaison between The Parish School and external and internal volunteers. Coordinates and manages volunteers for all internal and external events; tracking volunteer accrued hours
- Some local travel required, primarily during business hours
- Data entry work as needed; other duties as assigned

Competencies & Attributes:

- Warm and friendly personality with excellent interpersonal skills both in person and by phone, with high professionalism
- Dependable and organized
- Very detail-oriented
- Ability to plan ahead
- Excellent communication skills, including writing, proofreading and speaking
- Ability to manage multiple projects and assignments from a variety of staff and volunteers
- Ability to accomplish projects with little supervision
- Fantastic customer service and high expectations for quality
- Sound judgement in decision-making and problem-solving
- Ability to collaborate and delegate appropriately
- Ability to engage and develop relationships with the internal and external community
- Willingness and ability to work several evening and weekend events
- Desire to continue professional development

Education/Experience:

- Bachelors' degree
- Minimum 3 years' work experience in event planning

Computer Skills:

Demonstrated proficiency in Microsoft Excel and Word applications

Supervisory Responsibilities:

Volunteers