



Event Coordinator Job Description

Purpose

To organize, plan, and implement events that enhance and promote Covenant's growth and serve to strengthen Covenant's culture.

Accountability

Reports primarily to the Head of School to gain accountability, direction and needs assessment. This position will also work under the guidance of the Director of Development and Director of Admissions to support fundraising and admission events.

Qualifications

- Is an active member of an evangelical, Bible-believing church
- Consistent track record of Christian behavior and spiritual maturity
- Displays a Christ-like attitude when relating with faculty, staff, parents, students, and outsiders
- Is poised, punctual and enthusiastic, and physically able to lift and carry at least 25 pounds
- Is exceptionally organized and self-motivated, able to manage complex tasks and assignments
- Is able to work within a budget and to creatively get the most out of limited resources
- Has strong communication skills, both verbally and written
- Has an eye for beauty, an attention to detail, and a desire to do things well
- Can manage stressful situations and respond quickly and creatively to meet needs
- Has strong "people skills" and is able to coordinate volunteers and others to get things done to meet a deadline
- Must be in agreement with Employee Statement of Faith, Mission, and Core Values

Responsibilities

- Assists with the planning and implementation of school fund raising events, admission events, and selected major school events
- Chooses and secures facilities, purchases materials and food, design and assembles gift bags, and ensure proper set up for major events
- Keeps track of expenses and works within budget established by HOS
- Leads and implements planning, set up, clean up, and hosting of major school events
- Performs other duties as directed



Duties

A. Major Fundraising Events: Responsible for all physical details and logistics of fundraising events. Yearly goals for these events include improving the experience at each event; trimming expenses, increasing revenue, and building excitement about the school.

1. Work with Development Director to secure facilities, plan program, choose menu, organize gift bags, etc.
2. Keep accurate records of expenses, working within budget for each event.
3. Coordinate event participants and help to organize all event logistics.

The current list of Major Fundraising Events includes:

1. Evening of Gratitude Banquet
2. Hike Across the Valley
3. Covenant Classic Golf Tournament

B. Development Breakfasts: Work with Director of Development to implement community outreach breakfast in winter (December) and spring (before senior thesis).

1. Ensure that coffee and breakfast is set up in an attractive manner. Coordinate with Facilities Director to set up tables and chairs.
2. Purchase food and other materials needed for event; help to distribute promotional materials as needed.
3. Work with Development Director to plan program for guests involving students, parents, and school leaders.
4. Host event and coordinate involvement of various participants.

C. Other School Events: Provide organizational and logistical assistance for additional school events as needed and able. These include:

1. Admissions Events
2. Back to School Night
3. Pastor Appreciation Day
4. Grandparents Day
5. Morning Coffees
6. Annual Meeting
7. Senior Thesis
8. Graduation