



## Event Coordinator Job Description

### Purpose

To plan and support the implementation of events that promote Covenant's growth and strengthen Covenant's culture.

### Accountability

Reports to the Head of School Assistant to gain accountability, direction, and needs assessment. This position may work under the guidance of other Administrators to support designated events.

### Qualifications

- Is an active member of an evangelical, Bible-believing church
- 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
- Has strong communication skills, both verbally and written
- Is highly organized and skilled in the use of spreadsheets and calendars
- 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

- Plans and coordinates designated school events
- Manages inventory of event supplies and prizes
- Responsible for set up, clean up, and hospitality of designated school events
- Performs other duties as directed

### Duties

#### Event Support

- Provide logistical and physical support for designated events throughout the year. Current events include *7<sup>th</sup> Grade Parent Night, Back to School Night, Parent Breakfasts, Pastor Appreciation Day, Athletic Awards Nights, Read-a-Thon, Fine Arts Reception, Grandparent's Day, Concerts, Senior Thesis, Graduation*. In support of event lead, duties include the following (when applicable):



securing venue, providing hospitality, sending out invitations, establishing program, setting up room, and cleanup.

- Assist with planning and implementation of any new events that are created (development, admissions, family retention, etc.)

### **Banquet**

- Support the Director of Development with logistical needs related to the event such as securing venue, choosing menu, enlisting volunteers, creating run of show, etc.
- Assist with speaker logistics and hospitality
- Handle all registration and ticketing for the event
- Assist with day-of logistics, set-up, and clean-up

### **Covenant Classic Golf Tournament**

- Work with course and catering on all logistics of day
- Work with Dir. Communications to produce tournament program and hire photographer
- Create event registration page
- Track registrants and liaison with sponsors
- Procure prizes and donations
- Order Tee Signs and other signage
- Secure volunteers for event
- Send out thank-yous to golfers and sponsors

### **General Logistical Support**

- Provide set-up and logistical support for designated school-sponsored events
- Provide general hospitality & food for designated activities such as: celebratory assemblies, hosting visiting schools, faculty lunches, etc.
- Maintain inventory of thank-you items for judges, guests, etc.
- Organize flowers & cards from Covenant for bereavement or celebrations
- Create online registration sites in Little Green Light and Constant Contact for events that require registration (Banquet, Golf Tournament, Winter Ball, Drama, etc.)
- Launder and maintain tablecloths
- Inventory and maintain general event supplies and event closet
- Provide mailing labels and support for Christmas cards, year-end mailings, etc.

### **Development Support**

- Provide mailing labels and support for Christmas cards, year-end mailings, etc.
- Contact sponsors for sponsorships and donations as requested by Dir of Development
- Maintain Little Green Light database management for recording checks and online donations, creating and sending receipts for donations throughout the year, calculating and inputting fair market values as appropriate after events, create and issue annual year-end tax receipt letters, update database addresses and additional information.