



Christian Brothers High School

Job Description

Job Title: **Events Coordinator**
Reports to: Director of Philanthropy
Status: Full-time
FLSA Status: Exempt
Salary: DOE

The Mission of Christian Brothers

Christian Brothers High School is a Lasallian Catholic coeducational college preparatory high school. We are dedicated to inspiring and empowering young men and women with a challenging, relevant, and diverse academic program and co-curricular activities. Students thrive in a Christ-centered community that fosters faith, integrity, global citizenship, leadership, and service, preparing students for college and life.

Summary of Position: Under the direction of the Director of Philanthropy, the Events Coordinator supports the planning of events and execution of events for the Office of Philanthropy at Christian Brothers High School. The Events Coordinator is tasked with overseeing all aspects of event planning and management, including internal and external events, with experience in planning exhibitions and creating the vision that meets the needs/wants of CBHS stakeholders. In addition, they will be responsible for coordinating all aspects of the event regarding decor, signage, advertisement, logistics, etc. Our students are at the heart of our work, so the ideal candidate must love connecting with and supporting CBHS scholars!

Duties:

1. Creating event proposals that fit client requirements and presenting proposals by deadline.
2. Maintaining a working relationship with vendors and venues.
3. Assist with developing event budgets and tracking expenses, staying under budget while planning event specifications.
4. Gathering quotes and submitting purchase requests promptly, and creating comprehensive breakdowns of event budgets
5. Responsible for creating event questionnaires, updating decision emails, tracking RSVPs, and corresponding with attendees before and after the event
6. Participate in planning meetings and work collaboratively with management staff, event leads, co-chairs, and planning committees
7. Document and distribute meeting agendas and notes for each planning meeting
8. Assist with volunteer recruitment, outreach, coordination, and database management for events and yield initiatives
9. Managing and overseeing events on the day of, including problem-solving, directing event set-up, communicating with staff and volunteers, and organizing vendors

Thank you for considering Christian Brothers High School.
“The Place to Be.”



Christian Brothers High School

Job Description

10. Communicating with the marketing team to create effective advertisements for each event, and when necessary, crafting marketing materials such as print and Internet advertisements for individual events
11. Planning multiple events at once
12. Issuing invoices, collecting payments on time, and creating a comprehensive and readable financial report.
13. Ensures events follow and are executed to meet all current COVID-19 restrictions
14. Additional duties as assigned or as needed to support department goals and objectives

Qualifications Knowledge and Skills

1. Be confident, flexible, outgoing, focused, positive, and creative
2. Must be organized and have strong attention to detail
3. Ability to delegate event planning tasks to other staff members where necessary
4. Possess a passion for event planning and demonstrate strong project management skills
5. Prior event planning experience is highly desirable.
6. Must be very comfortable in a highly computerized environment, including database management, Microsoft applications, and email.
7. Exhibit strong communication, interpersonal, and team skills
8. Ability to work evenings and weekends to provide on-site support for events as needed
9. Have an appreciation for all aspects of diversity
10. Ability to remain calm under pressure during a crisis and use problem-solving skills to find a workable solution
11. Self-starter and work collaboratively with the staff lead to move ideas forward

Education and Experience

1. Undergraduate degree preferred. The work requires analytical, communications, and organizational skills generally acquired through completion of a bachelor's degree program.
2. The ideal candidate will be efficient, organized, flexible, and aptitude for technology.

Physical Requirements

1. Ability to sit, walk, stand, bend, squat, climb, kneel, and twist on an intermittent or sometimes continuous basis
2. Ability to grasp, push, and/or pull objects
3. Ability to reach overhead
4. Ability to lift up to 25 lbs.
5. Ability to operate a computer
6. Ability to process written, visual, and/or verbal information
7. Ability to operate essential office equipment and tools PC, Fax Machine, Telephone, Calculator, Copier, Printer.

Thank you for considering Christian Brothers High School.

“The Place to Be.”



Christian Brothers High School

Job Description

Qualified individuals must perform the essential duties of the position with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment to meet the physical requirements of the position. Christian Brothers High School will attempt to satisfy requests as long as the accommodation would not result in an undue hardship.

Those interested should submit a resume and cover letter to hr@cbhs-sacramento.org. Along with your submission in the subject line, please list the title of the position you are interested in applying for. This position is open until filled.

Please note: COVID-19 vaccinations will be required as a condition of employment for all CBHS faculty and staff

This document neither constitutes an offer of employment nor acts as terms and conditions of employment.

Christian Brothers High School is an Equal Employment Opportunity Employer.
Minorities/Women/Veterans/People with Disabilities.

Thank you for considering Christian Brothers High School.
“The Place to Be.”