



EVENT COORDINATOR JOB DESCRIPTION

Part-Time

GENERAL DESCRIPTION

The Event Coordinator's primary organization responsibility is the coordination and implementation of school-wide events. His/her principal charge is to work under the Advancement Director to create safe, fun, inclusive, mission-appropriate, vision-focused, efficient, cost-effective, event experiences for the greater GCS community. He/she also must have a mastery of event details and tasks, technology, and be able to keep a detailed record of funds, staying within budget. He/she must be a strong communicator and team player, able to lead volunteers and coworkers within an event setting. He/she must be willing to write many handwritten notes. He/she should be willing to receive event-planning direction from the Advancement Office concerning all aspects of an event, as it is the Advancement Office's responsibility to look at everything through the lens of the greater good of the school.

For the average school year, the Event Coordinator's responsibilities include:

- organizing and leading volunteers to support school events.
- providing meals for staff work days and professional development days.
- executing the "coram Deo Picnic" for staff and their families.
- executing a Back-to-School Party for GCS.
- executing two school-wide service day events with a school-wide picnic: Pass It On Project and GCS Family Picnic.
- supporting two Grandparents' Day events.
- executing Student Appreciation Days and Staff Appreciation Days.
- executing an Alumni and Friends Christmas Gala.
- executing a Staff Christmas Party.
- executing the GCS Auction.
- executing an end-of-the year staff lunch.

The position is 25 hrs. per week for the 39 weeks of the school year and 92 hours total for the non-school summer weeks. Contracts are typically for July 1 - June 30.