

School Sisters of St. Francis Job Description

Job Title: **Event Administrator – PART TIME**

SUMMARY

Advances the vision and mission of the International Offices of the School Sisters of St. Francis through administering all aspects of our yearly events. Plan and execute events that are successful in meeting fundraising goals and outreach.

BASIC EXPECTATIONS

- Work independently
- Good interpersonal skills
- Fosters a positive, supportive work environment
- Detail oriented
- Proficient computer skills
- Strong communication skills especially written and telephone-oriented communication
- Ability to multitask
- Maintain confidentiality

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Event Planning:

- Partner with the Director of Mission Advancement to grow and enhance current special events while developing strategies to increase engagement and cultivation of key constituencies.
- Coordinate all the details of events including preparing the event budget and supervising of event.
- Coordinate and monitor event timelines and ensure all deadlines are met.
- Initiate, coordinate and/or participate in all efforts to publicize the event including the editing and designing of promotional materials.
- Coordinate event logistics, including registration and attendee tracking, pre and post-event evaluations.
- Prepare nametags, materials, gift bags, registration lists, seating cards, etc.
- Work closely with the Director of Mission Advancement in the creation and theme of special events.
- Track event finances including check requests, invoicing, and reporting.
- Be the point person for all SSSF Mission Advancement Events.
- Prepare quarterly performance reports that highlight special event activities.
- Collaborating on cross-functional teams as needed.
- Other duties as needed.

EDUCATION and/or EXPERIENCE

College degree preferred. In lieu of a bachelor's degree, relevant experience will be considered.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid driver's license.

BENEFITS and COMPENSATION

- Salary range \$24,900-\$32,448 depending on experience. Willing to consider an hourly, nonexempt, pay structure if preferred
- Benefits include: Health insurance, dental and vision insurance, 403(b), 401(a) employer match, employer retirement plan, employer provided life and disability insurance
- Partial remote work and/or flexible scheduling considered
- Generous PTO plan

Interested candidates should email a cover letter and resume to Amanda Ferguson, Director of Mission Advancement, at aferguson@sssf.org. Additional information can be found on our website at <https://www.sssf.org/SSSF/Get-Involved/Employment-Opportunities.htm>