



**SHEBOYGAN  
CHRISTIAN  
SCHOOL**

**Position Description**

*SCS Mission: In partnership with the Christian community, Sheboygan Christian School uses a biblical perspective to integrate academic excellence with Christ-centered learning, preparing students' hearts and minds for service in God's world.*

Position Title	Events Coordinator
Department	Marketing & Enrollment
Contract	Hourly Position– Part Time (12 months) Flexible hours may be disproportionately spread around events .30 Position, not to exceed an average of 12 hours per week
Employee Agreement	The Events Coordinator shall be employed on a twelve month basis. It is understood and agreed that the Events Coordinator shall be employed on an at-will basis.
Reports to	Director of Marketing & Enrollment
Overall Responsibility	Coordinate and facilitate community and enrollment events scheduled by the Director of Marketing & Enrollment. Current community events include but are not limited to: All School Chapels, Talent Show, Christmas Stroll, Swim Party, Grandparents Day and more. Current enrollment events include but are not limited to: Open Houses, Middle School Fun Nights, Super Saturdays, etc.
Key Tasks & Responsibilities	<ul style="list-style-type: none"> <li>● Develop and maintain an events calendar.</li> <li>● Develop and maintain an events communication calendar including needs for pre, during, and post event communications.</li> <li>● Oversee event hospitality including food, giveaways, rental procurement, and any additional event logistics.</li> <li>● Organize volunteers assisting the events.</li> <li>● Coordinate registration of events.</li> <li>● Facilitate creation of programs and printed material needed at events.</li> <li>● Maintain accurate records of participants.</li> <li>● Work within a specified event budget.</li> <li>● Other tasks as assigned.</li> </ul>
Skills & Attributes	<p><b><i>Personal Requirements:</i></b></p> <p>Detailed and organized  Follow through and ability to delegate  Strong communication skills  Ability to inspire and mobilize people around a shared vision for excellent SCS events  Discretion and ability to maintain confidentiality  <b>Preferred:</b> Knowledge of Google suite: Gmail, Docs, Sheets, and Slides.  Training and onboarding available if no prior experience.</p>

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July 1, 2021