



GIBAULT CATHOLIC HIGH SCHOOL JOB DESCRIPTION FOR EVENTS COORDINATOR

Overview:

This position is full-time accompanied by salary and benefits (including healthcare insurance, retirement savings plan). The staff member will work directly with and report to the President as well as support the Gibault community with special events as assigned.

Key Responsibilities:

- Supporting the Gibault Community including, but not limited to Oktoberfest, Rafflemania, Golf Tournament, Alumni Events and other events as requested support the day of production of events, including volunteers, vendors, and staff.
- Assist with the creation of the messaging, program, and run of show for events.
- Work collaboratively with the President, Business Manager, and Communications Coordinator to ensure that vendors are paid in a timely manner, event donations are accurately recorded, and donors are appropriately thanked.
- Proficiency in Givesmart, Givebutter and Bloomerang software, account management and data entry.
- Update donor databases on a weekly basis.
- Develop reports as necessary and requested.
- Other duties, as needed and requested.

Qualifications:

- Bachelor's Degree in Marketing, Hospitality, Business, Communications, Event Management, Public Relations or related field.
- A deep commitment to Catholic education and the mission of Gibault Catholic High School.
- Excellent organizational skills
- Demonstrated ability to prioritize and effectively manage multiple tasks and deadlines with minimal supervision.
- Excellent interpersonal and verbal/written communication skills with donors, vendors, and staff.
- Ability to work well with others, exercise sound judgment, and work occasional flexible hours (including evening and weekend work as needed).
- Proficiency in Microsoft Office
- Experience with donor/constituent management and event management systems such as Givesmart, Givebutter and Bloomerang preferred.

To apply, please submit your cover letter, resume and references to Katie Robben at krobben@gibaulthawks.com