



St. Junipero Serra Catholic School
23652 Antonio Parkway
Rancho Santa Margarita, CA 92688

Community Events Coordinator

Job Summary

The Community Events Coordinator assists school administration and the school's parent-teacher organization in planning and coordinating events that encourage school fundraising, new enrollment, teacher appreciation, recognizing important school milestones, building the school's identity and creating strong relationships between school families.

Reports To

This position reports directly to the Director of Marketing and Admissions and works collaboratively with others in the Marketing/Admissions, Advancement, Accounting and Facilities Departments.

It is a condition of employment that all employees conduct themselves in a manner that is compatible with and supportive of the teachings and mission of the Roman Catholic Church and the Diocese of Orange, including being respectful of the faith expressions of Catholicism.

Responsibilities

Responsibilities will include, but are not limited to, the following:

- Works with very active parent-teacher organization to plan and implement a wide variety of school events. Event goals include fundraising, new enrollment, teacher appreciation, recognizing important school milestones, building the school's identity and creating strong relationships between school families. Must be available to attend events in the evenings or weekends.
- Performs administrative duties related to events (event sign ups, volunteer sign ups, event marketing, contact with vendors, processing vendor contracts and invoices).
- Perform other duties as assigned by the Director of Marketing and Admissions.
- Will assist with daily school traffic duties.
- Adheres to the policies and procedures of the Diocesan Employee Handbook and the St. Junipero Serra Catholic School Faculty and Staff Handbook.

Technical Skills Required/Recommended

- Strong computer skills including a proficiency in Microsoft 365, MS Office (Word, Excel, PowerPoint) and Google Mail/Calendar/Docs

Interpersonal Skills Required/Recommended

- Excellent verbal and written communication skills
- Detail-oriented personality with strong organizational skills
- Time management skills and the ability to multi-task under pressure
- Work with minimal supervision and direction while still being a part of a team
- Ability to maintain confidentiality. High degree of discretion with regards to confidential matters
- Demonstrate a customer-focused approach

Education and Experience Required

- Bachelors in Communication, Marketing or related field required.
- 2+ years of experience in event planning, marketing, communications or administrative role necessary. Experience working with a parent-teacher organization a plus.

Work Hours

- Hours are 7:10 am – 3:10 pm, Monday – Friday.
- May be required to work some nights and weekends in order to work at events.

Position Status

- Position is a 10-month, non-exempt, benefit-eligible position.