



## Full-Time Events & Volunteer Coordinator

*Jesuit High School, Sacramento is currently accepting applications for a full-time Events & Volunteer Coordinator.*

### Position Summary

The Events & Volunteer Coordinator is responsible for coordinating and executing the various special events hosted out of the Office of Advancement.

### Duties & Responsibilities

- Coordinate venue, catering, entertainment, rentals/facilities, technology and online registrations needs for the following events: Annual Auction (and all related pre-auction events), Big Bash, President's Dinner, Jesuit Art Event, Scholarship Event, Alumni Mentorship Day, Alumni regional events, Senior Mug Day, Godspeed Mass, Big Red Golf Tournament
- Serve as on-site day-of-event coordinator and contact for all Advancement Office events
- Coordinate vendor invoice processing and event budget management
- Work in partnership with Annual Giving Manager, Alumni Relations Manager to effectively plan and execute events
- Support the development of special event marketing in collaboration with the Managers and Director of Marketing
- Coordinate and manage volunteer recruitment and training for event support
- Coordinate the parent volunteer program on campus; manage the volunteer online platform

### Operations & Administration

- Maintain current contact information for alumni
- Works in donor database (Raiser's Edge)

### Minimum Qualifications

- College degree and/or two years related experience
- Strong organizational skills with ability to anticipate and prioritize workload
- Excellent interpersonal, writing and presentation skills

## Position Details

- Compensation Range is \$23.00 - \$27.00 based on education and experience
- This position is classified at a full-time, non-exempt (hourly) position
- Benefits package includes medical, dental, vision, retirement matching and more

## Next Steps

If this seems like a good fit with your background and interest, we'd love to hear from you. Please complete the staff position application along with any additional requirements listed within the application.

*Jesuit High School is an Equal Opportunity Employer.*

*Pre-employment background screening, drug screen, TB and DMV required*