



## **Arrupe Jesuit High School**

**Job Title:** Event Operations Coordinator  
**Designation:** Non-Faculty

**Reports to:** Director of Marketing  
**Exemption Status:** Exempt

### **About Arrupe Jesuit:**

Arrupe Jesuit High School is a Catholic, college preparatory school offering students with limited economic resources a premier educational experience through rigorous academics, formation in faith and discernment, and a unique work study program – fostering community, opportunity leadership, and personal growth. Our goal is to empower graduates who will continue their education and return as leaders in their communities.

### **Position:**

Working with the Director of Marketing, the Event Operations Coordinator is responsible for the project management of all event activities across Arrupe Jesuit High School. This includes, but is not limited to, philanthropic efforts, Corporate Work Study awareness, admissions recruitment, college counseling partnerships, student life happenings and more. As a team member within the school's Marketing Department, this position is responsible for managing and coordinating all aspects of event logistics within our organization. This position will ensure smooth and successful communication, coordination and management of events which range in size and complexity.

### **Primary Responsibilities:**

#### **Events:**

- Plan, coordinate, and manage fundraising events from conception to execution, including timelines, guest experience, logistics, vendors, volunteers, committee meetings, auction, videos, budget and production of collateral
- Provide tactical management of school-wide events that involve the external and internal community, including consultation with program staff, timeline, guest experience, logistics, vendor management and event collateral
- Provide analysis of event successes and challenges and adjust planning and execution accordingly for future events
- Manage and enter data following established protocols in appropriate database
- Work alongside department heads, faculty and staff to properly manage the progress of each event and work towards improving event logistics and efficiencies
- Seek opportunities for improved process and procedure, including ongoing development of school messaging and branding
- Other duties as assigned

#### **Marketing:**

- Solid understanding of marketing principles and strategies, particularly in the context of event promotion and project management
- Write, produce, update and consult on engaging department and school-wide collateral, including print, website, e-newsletters, videos, social media, PR, etc.

- Oversee and support non-contracted design, print and photo vendors in partnership with department leaders
- Familiarity with customer relationship management (CRM) systems and event registration platforms to manage, track and measure performance
- Actively manage event calendar
- Coordinate and participate in promotional activities for each event
- Experience in developing and implementing marketing plans and campaigns to drive event participation and awareness.
- Proficiency in utilizing various marketing channels, such as social media, email marketing, online advertising, and content marketing, to promote events effectively.
- Understanding of branding and brand consistency to ensure event marketing materials align with the organization's brand guidelines and messaging.

**Minimum Qualifications:**

- Bachelor's Degree or Associate's Degree with equivalent experience
- Proven experience in event coordination or operations management
- Strong organizational and time management skill, with the ability to handle multiple tasks and prioritize effectively
- Strong problem-solving abilities and a proactive approach to resolving issues during event operations
- Excellent communication and interpersonal skills, with the ability to interact professionally with internal and external stakeholders

**Preferred Qualifications:**

- Ability to effectively manage high-level projects and timelines
- Proficiency in event management software and tools for logistics coordination and project management
- Strong ability to build and maintain relationships with donor community and event/marketing vendors and contractors
- Self-motivated and able to thrive in a team-focused environment
- Ability to collaborate well with colleagues
- Sensitivity to and respect for the socioeconomic, racial and religious backgrounds of the student body
- Ability to create compelling event collateral, including brochures, flyers, banners, and digital assets, to support marketing efforts.
- Three (3) years of experience with Adobe Creative Suite and Google Suite
- Strong commitment to the Jesuit Catholic mission of the school and the values of the Corporate Work Study Program
- Knowledge of event safety regulations and risk management practices

**Working Conditions:**

While performing the duties of this job, the employee is regularly required to talk and hear. Must be able to remain in a stationary position for 50-75% of the time. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job

include close vision, and ability to adjust focus. Working conditions include being in a shared workspace. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Employee will be asked to work occasional nights and weekends.

**Compensation:**

- Position is full-time, year-round with occasional night and weekend work
- Salary is commensurate with experience, with a target range of \$45,000 - \$55,000
- Full benefit package including health, dental, vision, long-term disability, 403b retirement plan, life insurance, sick leave, paid vacation and holidays

**Contact:**

Please submit your cover letter and resume to [jobs@arrupemail.org](mailto:jobs@arrupemail.org)