

**ACADEMY OF OUR LADY OF LOURDES
POSITION DESCRIPTION**

DEPARTMENT: Assisi Heights Spirituality Center

TITLE: AHSC Event Coordinator

GENERAL SUMMARY

The Event Coordinator is responsible for coordinating the logistical planning, production and execution of all events through the Assisi Heights Spirituality Center. The Event Coordinator communicates with internal and external customers with behavior that reflects the mission of the Sisters of St. Francis.

ESSENTIAL FUNCTIONS

- Maintains monthly calendar of hosted and sponsored events
- Manages all aspects of externally hosted events ensuring each event runs smoothly and successfully
- Coordinates registration, equipment requirements and necessary information for hosted and sponsored groups
- Collaborates with Managers of Food Services and Environmental Services departments for catering and room set-up requirements for all functions at Assisi Heights
- Collaborates with the AHSC Hospitality Coordinator for volunteer staffing needs
- Prepares client contracts
- Processes hosted and sponsored event payments
- Tracks catering, facility and equipment cost for sponsored, hosted and other programs ensuring total program cost can be calculated
- Records cash payments to balance with deposits in accounts receivable
- Supports post-event activities including event recap, evaluation materials and client invoices
- Communicates customer feedback to appropriate departments
- Collaborates with the Director of Communications and PR and the Hospitality, Public Outreach & Program Development Coordinator for marketing and publicity of the Assisi Heights Spirituality Center
- Co-facilitates AHSC Advisory Council meetings
- Assists with the development of a strategic plan for the AHSC in collaboration with Congregational Associate Minister Liaison, Hospitality, Public Outreach and Program Development Coordinator
- Makes reservations for overnight guests, setting up Sister Hostesses, verifying guest satisfaction and receipt of payment
- Manages the AHSC AV equipment and trains other on operation of systems
- Assists with internal logistics for Sisters' events (non-AHSC hosted or sponsored)

OTHER FUNCTIONS

- Membership and participation in professional associations
- Participates in appropriate meetings for AHSC

To perform the job successfully, an individual should demonstrate the following competencies:

Attendance/Punctuality	Teamwork	Dependability
Customer Service	Safety and Security	Motivation
Attention to Detail	Problem Solving	Efficiency
Friendliness	Confidentiality	Person Centered Living Philosophy

- Must pass a background investigation, including a criminal history investigation

QUALIFICATIONS

- Bachelor’s degree in Business, Marketing, Hospitality Management or a related field preferred
- Minimum 2 years of experience in a field with related responsibilities
- Knowledge of computers and peripherals
- Knowledge of Microsoft Office and data base management software
- Knowledge of operating audio/visual equipment
- Proficient working knowledge of marketing and managing budgets
- Exceptional organizational skills
- Strong interpersonal and administrative skills
- Ability to communicate to various groups with excellent verbal and written skills
- Ability to problem solve in a calm and creative manner
- Ability to work independently and as a team player
- Hospitable and welcoming presence on phone and in person
- Ability to maintain confidentiality

WORKING CONDITIONS

- Objects occasionally required to be lifted, pushed, pulled and/or carried may range from 5-25 lbs.
- Work requires use of computer keyboard and mouse
- Work requires a large extent of verbal communication
- Standing, sitting, walking, bending, stooping, reaching, pushing, lifting, carrying, and auditory and visual acuity, and manual dexterity required on a daily basis

ACCOUNTABILITY: works in collaboration with AHSC Program Development Coordinator
POSITION LEVEL: N-7
FLSA: Non-exempt
DATE UPDATED: Dec. 2020, November 2022

SIGNATURES:

The above statements are intended to describe the general nature and level of work required of this position. This is not meant to be an exhaustive list of all responsibilities, duties and skills required.

Employee: _____ Date: _____

Director or: _____ Date: _____
Leadership