

ASSISI HEIGHTS

POSITION DESCRIPTION

DEPARTMENT: Assisi Heights Spirituality Center

TITLE: Event Coordinator Assistant

GENERAL SUMMARY

The Event Coordinator Assistant provides logistical, administrative, and promotional support for the planning and execution of events supporting the mission of the Assisi Heights Spirituality Center (AHSC). This role includes administrative support, event setup and customer service. Behavior will reflect the Mission of the Sisters of St. Francis to ensure a homelike quality of life for the Sisters and assure confidentiality at all times with issues relating to residents, guests and fellow employees.

ESSENTIAL FUNCTIONS

- Provides logistical support for in-person and virtual events, including the setup coordination, hospitality arrangements, and materials preparations
- Communicates with internal and external customers, in person, email, and on the phone
- Assists with data entry and maintaining filing system
- Supports registration processes and ensure attendee communications are timely and accurate
- Helps to coordinate with Food Services and Environmental Services management on catering and room set-up requirements
- Assists with the setup and operation of AV equipment for presentations or hybrid events
- Assists in maintaining the AHSC monthly event calendar
- Welcomes presenters, and volunteers during events and assists guests with basic use of technology (e.g. Zoom or presentation tools)
- Collaborates with AHSC Event Coordinator to ensure events run smoothly
- Supports post-event follow-up including evaluations, thank-you emails and reporting
- Assists in preparing contracts, schedules, and communication materials for clients
- Collaborates with the Director of Communications and PR and the Program Director for marketing and publicity for AHSC

OTHER FUNCTIONS

- Participates in team meetings for AHSC
- Other duties as assigned by the Program Director or Event Coordinator

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

- Associate's degree or relevant coursework in hospitality, communications, marketing, or related field preferred
- Exceptional organizational skills
- Experience with event coordination or administrative support
- Strong written and verbal communication skills
- Proficient in Microsoft Office
- Highly organized, detail-oriented and able to manage multiply priorities in a dynamic environment

- Ability to communicate to various groups with excellent verbal skills

(Qualifications continued)

- Ability to problem solve in a calm and creative manner
- Ability to work independently and as a team player
- Ability to maintain confidentiality and respectful engagement with diverse individuals

WORKING CONDITIONS

- Generally 20 hours per week requiring flexible work schedule to accommodate evening and weekend programs
- 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, walking, bending, stooping, lifting, stretching, pushing, carrying, climbing, kneeling, grabbing, auditory and visual acuity, color discrimination and manual dexterity required on a daily basis

ACCOUNTABILITY: Reports to Program Director
POSITION LEVEL: N-6
FLSA: Non-exempt
DATE PREPARED: June 2025

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