



Position Title: **Events Coordinator**
FLSA: Non-Exempt (16-20 hours/week)
Supervisor: Director of Mission Advancement

Position Summary:

The Mission Advancement Events Coordinator is responsible for supporting the mission of St. Paul's Monastery and Mission Advancement Office by coordinating two major annual events—Benedictine Festival (July) and Christmas at the Monastery (December)—as well as several select donor cultivation/appreciation events.

Principal Duties and Responsibilities:

- Create and update event volunteer position descriptions and collaborate with the Monastery Volunteer Coordinator to onboard event volunteers
- Collaborate with Director of Mission Advancement in recruiting, onboarding, supporting, and retaining leadership and subcommittee chairs; schedule and attend all event planning meetings
- Establish and maintain relationships with sponsors and vendors; maintain a working knowledge of the Monastery building and grounds and available use for events
- Plan event details and aspects, remaining underbudget with all costs
- Manage events, inclusive of licensing, insurance, and safety/security aspects, addressing potential problems that may arise
- Collaborate with the Mission Advancement team on messaging, marketing, and outreach for event promotion, sponsor cultivation, donor cultivation, and community outreach as assigned
- Support the mission of the Monastery through strong and positive donor relations and donor cultivation efforts

Knowledge, Skills and Abilities Required:

- High School diploma or equivalent required; Bachelor's degree preferred
- Minimum of 2 years event and volunteer engagement or related professional experience
- Ability to work independently and meet deadlines and work on several projects concurrently
- Experience with Microsoft suite of programs, required; knowledge of development software preferred
- Ability to interact well with donors by phone, in person and in writing in a prompt and professional manner
- Ability to work well with other departments of the monastery and respond to the needs of the Sisters
- Willingness to support the mission of the Sisters of St. Benedict of St. Paul's Monastery in all areas of communication and public relations, whether written, spoken or observed

Physical Demands:

- Capable of working in a typical office setting; flexibility to work weekends and evenings for events and committee meetings as needed
- Occasional physical activity including lifting up to 30 pounds (e.g. setting up for events, moving supplies). Appropriate accommodations will be made for those with disabilities.
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Signature

Date