

Position: Coordinator of Special Events

Department: Government/Community Relations and Special Events

Reports to: Director of Recruitment and Special Events

Job Summary: The Coordinator of Special Events is responsible for executing the logistical and physical aspects of the College's major events as well as various co-curricular activities sponsored by the College.

Duties and Responsibilities:

- Prepare, update and publicize the master calendar of events and activities, including but not limited to, academic scheduling.
- In connection with the master calendar of events and activities and under the direction of the Director of Community Partnerships and Special Events, coordinate logistics for events as they relate to meals, transportation, tickets, venue, audio/visual equipment, office equipment, security, telecommunications, emergency medical services, and any other related services. Arrange for the printing of materials and the production of promotional items.
- Serve as administrative assistant to the College Relations Department, which will include answering phones, scheduling meetings, coordinating transportation, travel and food for meetings, preparing mailings, paying invoices, filing banner permits, filing lobbying reports
- Support the planning, organizing and execution of all aspects of the major celebrations and events of the College, including but not limited to: Graduation events; Charter Day events; Christmas Party and Retirement Parties.
- Responsible for the scheduling of all outside groups and major event spaces including, but not limited to: Founders Hall and the Callahan Center; Maroney Theater; Genovesi Center; 1st Floor Board Room; and the Cafeteria.
- Process bills to outside organizations and ensure receipt of timely payment.
- Take a proactive role for every internal event taking place on campus, especially those taking place in the evening and on the weekend.
- Develop a hands-on relationship with each department in the school and outside organizations to offer the services of the Office of Special Events.
- Supervise and schedule the Student Assistants and College Ambassadors from the Office of Special Events.

- Field initial inquiries regarding the College’s space donation and facility rental program. Consult with the Director of Community Partnerships and Special Events regarding these potential new relationships and partnerships.
- Manage all aspects of the St. Francis College “For Seniors” senior citizen program. This includes scheduling the various educational, recreational, and cultural events and activities that make up the program, communicating these events via a monthly postcard to the community, and managing the grant process with the NYC Department for the Aging from application to securing final payment.
- Assist in department budget administration and student worker payroll.
- Perform other duties as assigned by the Director of Community Partnerships and Special Events.

Qualifications:

- Bachelor’s degree or equivalent years of experience planning small and large scale events for targeted audiences.
- Knowledge of College or University administration and regular events.
- Excellent interpersonal skills.
- Strong written and oral communication skills.
- High energy, self-starting and creative.
- Ability to work evenings and weekends as required.
- Proficiency with MS Office, particularly Outlook and Excel.

About St. Francis College:

For over 150 years, the mission of St. Francis has been to provide an affordable, quality education to working class people who otherwise may not be able to attend college. St. Francis College is a private, independent, co-educational urban college whose Franciscan and Catholic traditions underpin its commitment to academic excellence, spiritual and moral values, physical fitness, social responsibility and life-long learning. We educate the whole person for a full, relational life, developing the students' talents and abilities for meaningful, fulfilling careers, as well as for collaborative, service-oriented leadership.

The College strives to offer ample opportunities for students to immerse themselves in the intellectual, cultural and professional opportunities afforded by New York City and to serve the needs of the local community in which they live and study. Our location in Brooklyn Heights provides a confluence of cultures and religious beliefs, mirroring our commitment to maintain and celebrate our diverse student body.

St. Francis College is an Affirmative Action, Equal Opportunity employer and we are strongly committed to increasing the diversity of our faculty, students, and the curriculum. Qualified candidates of diverse ethnic and racial backgrounds are encouraged to apply.

Interested applicants can apply by clicking [HERE](#)