

JOB DESCRIPTION

Title: Events and Administrative Coordinator

Hours per week: 36 (full-time), including extensive nights and weekends

Reports to: Manager of Event Production

OVERVIEW OF THE POSITION or Principle areas of responsibility

The Academy for the Love of Learning is seeking a full-time Events and Administrative Coordinator. This position works closely with multiple departments (faculty, events, programs) and provides assistance in support of program faculty and events, as well as other levels of the organization.

ESSENTIAL FUNCTIONS OF THE JOB

Principle areas of Responsibility include: Event and program support through event registration, event set-up and take-down, data entry, assistance with outside use/facility rentals, program material preparation, participant communications, administrative project support, participant hospitality, and art supply maintenance.

We offer a competitive salary and excellent benefits. Learn more about the Academy for the Love of Learning at www.aloveoflearning.org

Required Skills:

- Administrative experience
- Energetic and ability to multi-task
- Basic Excel skills
- Ability to work frequent weekend and evening hours
- Ability to lift 50 pounds or more on a regular basis
- Ability to collaborate and work with staff throughout organization
- Internal and external customer service orientation
- Ability to work independently
- Maintain current driver's license and auto insurance; ability to drive a vehicle

Preferred Skills

- Events coordination/support
- Non-profit experience

Education Requirements

- Associates required, Bachelors preferred