



THE POTTER'S HOUSE JOB DESCRIPTION

Position Title:	INTERIM EVENTS COORDINATOR
Reports to:	Advancement Department Director/Superintendent
Department:	Advancement Department
Hours:	28-30 hours / week / January 2025 – August 2025
Exempt/Non Exempt:	Non-Exempt
Salary:	Hourly
Benefits:	Per Personnel Policies based on total hours worked
Position Category:	Office & Administrative Support
Position Calendar:	Non-School Calendar

Qualifications Required:

1. Loyal and supportive of The Potter's House mission.
2. Bachelor's Degree (Preferred)
3. Experience planning and hosting events for an organization.
4. Experience with navigating databases
5. Can multitask and connect to a variety of situations and people.
6. Excellent critical thinking and problem solving skills.
7. Self-motivated team player.

Primary Job Responsibilities:

1. Attend and participate in morning prayers.
2. Coordinate Events:
 - a) New Friends Banquet – April 24, 2025.
 - Follow the guidelines provided, plan, and execute the New Friends Banquet.
 - b) Partner Days – one at each campus – February 2025.
 - Assist Partner Program Coordinator with all planning and implementation following the guidelines provided.
 - c) Volunteer Appreciation – May 2025.
 - Assist Volunteer Coordinator with all planning and implementation following the guidelines provided.
 - d) The Potter's House Foundation Board Meeting – May 2025.
 - Work with the Executive Assistant to the Superintendent with planning and implementation following the guidelines provided.
 - e) Student Lunches
 - Coordinate volunteers to serve each lunch.
 - Provide food and set tables appropriately.
 - Communicate with HS staff to ensure student attendance.
 - Communicate with transportation for students to be bussed from the HS to the Hospitality House.
 - f) Donor Lunches/meetings
 - Communicate with the donor as needed/requested by donor officers.

- Provide food and set the table appropriately.
 - Communicate with others in the Advancement Department to make sure the appropriate marketing materials are available.
 - Coordinate with Executive Assistant, or other donor officers, to manage the calendar.
- g) School events (depending on the scale of the event)
- Communicate with the lead teacher for the event to provide help as needed.
 - Communicate with custodial staff to make sure proper cleaning is done before and after; as well as acquiring help with set-up.
 - Provide food and decor as needed.
 - Arrange for needed AV equipment to be in place.
 - Work with Advancement Department members to gather marketing materials as needed.
- h) Off-site events
- Maintain regular communication with the off-site venue point of contact.
 - Make decisions regarding menu, space set-up, and AV needs.
 - Create a run of show and agenda for the day, especially for large scale events or events with a program.
 - Schedule and attend meetings both off-site and within the Advancement Department to plan the event.
 - Communicate with various staff members and departments to ensure organization and punctuality.
 - Help to create and send invitations to potential guests.
 - Track RSVPs, field guest questions, create table assignments.
 - Provide decor as needed.
 - Act as point person for TPH during the day of the event.
3. Review and Process Scholarships
- a) Maintain records of students who have received a scholarship, particularly those who are still receiving those scholarships.
 - b) Communicate with HS guidance counselors to distribute and collect scholarship applications.
 - c) Provide applications to the appropriate person for decision making.
 - d) Create scholarship certificates for the awards ceremony.
 - e) Keep donors informed of the recipient each year.
 - f) Request information from each student twice a year to ensure their enrollment and send funds.
 - g) Request checks for each student in the fall and spring to be sent to the appropriate college/university.
4. Oversight of Hospitality House Appearance
- a) Report to supervisor any maintenance issues that need to be addressed.
 - b) Oversee all updates or changes to house décor.
 - c) Coordinate seasonal changes to decor.
5. Procedures
- a) Update and maintain detailed procedures for all job related activities.
 - b) Develop and put in place an emergency plan for temporary or permanent replacement.
6. Perform all other duties as assigned by your direct supervisor.