



## BELMONT DAY

*Inspire and challenge.*

*At Belmont Day School, we foster intellectual curiosity, honor differences, and empower meaningful contribution with excellence, respect, honesty, responsibility, caring, and joy.*

### **Events and Community Relations Coordinator**

Belmont Day School seeks an energetic individual with excellent organization and collaboration skills to join the advancement team. The events and community relations coordinator will be responsible for planning and executing community-wide events in addition to several smaller grade-level specific events each year with the goal of fostering engagement and belonging among the Belmont Day School parent community. Working closely with the other members of the development team and reporting to the director of development, the events and community relations coordinator will manage the logistics for community events and will be responsible for the preparation of the execution of these scheduled events. This is a part-time (20 hours per week), benefits-eligible, 10-month academic year position with a start date by August 29, 2022.

#### Responsibilities

- Oversee logistics related to community events, including reserving spaces, coordinating with vendors, communicating with other departments to request set-up, and executing event preparation checklists
- Collaborating with the communications office to disseminate invitations, event information, and reminders in the lead-up to events
- Manage RSVPs for assigned events so that attendance can be monitored and tracked in a consistent manner year over year
- Process and respond to all event-related inquiries from vendors, attendees, or other constituencies
- Support parents' association executive committee and committee chairs to ensure parent-led events are executed successfully - this includes assisting in organizing supplies, room reservations, and communication
- Attend monthly parents' association meetings to promote upcoming events and solicit parent volunteers as needed
- Develop strong relationships with parent volunteers and leverage them strategically to support event preparations and day-of logistics
- Assist the director of development and director of communications with updating and maintaining the events calendar to ensure it strategically engages

the Belmont Day School community in meaningful ways throughout the academic year

### Qualifications

- Bachelor's degree preferred
- Minimum of 2 years of event planning experience in a school setting or other relevant field
- Excellent written and verbal communication skills
- Ability to manage multiple detail-oriented projects in a fast-paced environment
- Self-starter with a desire to innovate, meaningfully evaluate, and continually improve on community event planning and execution
- Ability to build positive relationships with diverse constituent groups
- Strong customer service orientation
- Strong cultural competency and interpersonal skills
- Ability to work occasional evenings and weekends depending on the events calendar

To apply, please submit a cover letter specific to this position along with your resume to [careers@belmontday.org](mailto:careers@belmontday.org) and include **Events and Community Relations Coordinator** in the subject line.

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*Belmont Day seeks candidates who will add to the diversity of our community. The school will always be maintained as a nonsectarian institution. The school is an equal opportunity employer. The school complies with all legal requirements in connection with admissions and access to programs, facilities and employment practices regardless of race, color, religion, sex, gender identity, sexual orientation, national origin, genetics, age, or disability.*