



St. Stephen the Witness

Catholic Student Center

OFFICE MANAGER/ EVENTS COORDINATOR

Primary Goal and Purpose: This position is responsible for assisting and supporting the Center Director and Business Manager, in-office responsibilities, and facilitating special events.

Reports To: Center Director

Responsible for: none

Office responsibilities include but are not limited to:

- Managing the building calendar and databases, scheduling meetings and appointments,
- Collaborating with the bookkeeper to rectify receipts, record donor action comments, and other correspondences.
- Proofread materials and assist with writing gift acknowledgments and other communications.
- Publishes the weekly newsletter and creates other promotional material.
- Work closely with the Center Director to maintain the donor database and assist with other database-related issues as requested.
- Serve as liaison with vendors on building maintenance matters.
- Serves as the on-site coordinator for Archdiocesan safe environment and other regulatory requirements.

Events Coordinator responsibilities include but are not limited to:

- Managing the logistical details associated with special events (i.e. Thanksgiving Food Basket Coordinator, Welcome Week/Finals Week meals, Family Luncheon, Community and Graduate Recognition Celebrations, Monthly Coffee and Donuts, misc. events and meetings).
- Arrange room configuration, order, and preparation of food and beverage, order supplies, and keep inventory.
- Manages on-site production and clean-up for events
- Close out all events as required
- Keep track of event finances including check requests, invoicing, and reporting
- Coordinate appointments and visits for space rental inquiries.

Required Qualifications include:

- High School diploma or equivalent
- 3-5 years employment experience with emphasis in office setting
- Knowledge of general office procedures and practices sufficient to answer questions or requests concerning the input, maintenance, and distribution of information
- Ability to handle and honor confidential information and materials
- Computer skills for word processing, spreadsheet preparation, database information input and retrieval, and data entry.
- Ability to work professionally and effectively with people from various backgrounds and economic levels.

Preferred Qualifications include:

- A degree (Associate/ Bachelor) from an accredited post-secondary institution
- At least one-year experience in special events/catering
- Experience working with adults in the 18-25-year-old range

Compensation is contingent on the successful applicant. To apply, please submit a letter of application and resume online at www.ststephenuni.org/employment. Review of applications will begin immediately and will continue until the position is filled.