

Program Events Manager

Employer

The Paulding Education Foundation

Location

Dallas, Georgia

**Volunteer Hours**

Part time averaging 15-20 hours a week.

Closing date

Nov 25, 2022

Job Details

The Paulding Education Foundation leads and inspires philanthropy to increase student success both today and tomorrow. The Paulding Education Foundation seeks a highly motivated, creative individual to help plan and implement the Paulding Education Foundation's programmatic events throughout the year (in-person and virtual). The candidate will be a detail-oriented person, who excels at multitasking and can take on significant responsibilities -- working both independently and as part of our team.

While event management is the core part of this position, the right candidate will be tasked with development of a new program that will bring additional financial resources to the Paulding Education Foundation and will have the opportunity to learn the job functions of the Business Manager position as part of the organization's succession planning. This part-time role will have some in-office requirements but will have remote working opportunities. This role's workload will be seasonal in nature where busier times will occur just before school starts and around major events.

Essential Functions of the Position:

Coordinate and implement multiple aspects of the Foundation's programmatic events. This includes specific tasks such as:

- Work plan and timeline creation/management of the Foundation's 3-4 yearly program events
- Assistance in agenda development, speaker recruitment and content creation
- Site selection processes including RFPs, vendor recommendations, contract management and vendor relations
- Pre-meeting and onsite logistics (registration, vendors, menus and volunteers)
- Volunteer management

At this time, the Program Events Manager will cover the following events (subject to change):

- PEF's Casino Fundraiser – (Usually in early February)
- PEF's Teacher/Employee of the Year Celebration (Usually in April)
- PEF's Foundation Thursday Member Appreciation (One in the Fall and one in the Spring)
- PEF's Member Appreciation Event (not yet established)

Qualifications:

- Organized and detail-oriented with the ability to work on and appropriately prioritize multiple requests at the same time, performing each with high attention to detail and quality
- Excellent customer service skills, including the ability to interact with foundation board, donors, students, grantees, partners, etc.
- Flexible, resourceful, and proactive self-starter able to prioritize and manage multiple tasks and competing priorities
- Proficiency in Microsoft Office Suite including Outlook, Excel, PowerPoint, and Word

The hourly rate of pay for this position is \$15.00 per hour with an opportunity to increase as the candidate develops.

To Apply:

To submit an application for this position, send your resume via email to pauldingedufoundation@gmail.com with the subject line "Program Events Manager".

The Paulding Education Foundation provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

The Paulding Education Foundation values diversity and inclusion; we honor the diverse needs, strengths, voices, and backgrounds of all individuals in our community.