

Job Title – Events Coordinator

Hours- Full-time

Reports to- Director of Buildings and Properties

Location- Diocese of Joliet
16555 Weber Road
Crest Hill, IL 60403

Start a Great Career with a Great Purpose!

At the Blanchette Catholic Center, we serve, support, and collaborate with the clergy, religious, and lay leaders of our parishes, schools, and ministries to animate the mission of the Catholic Church through the Bishop's vision of Catechesis, Evangelization, and Faith into Action. We are recognized as a Diocese of choice!

DUTIES & RESPONSIBILITIES

- Responsible for all aspects of events from planning through execution including but not limited to invitations, scheduling speakers, transportation and hotel arrangements, event registration, catering, decorations, musicians, technology, set up and take down services, security, etc.
- Provide solid recommendations and a written plan including event details, accountability, and timeline.
- Adhere to event budgets.
- Manage and attend events and address potential problems that may arise.
- Maintains a working knowledge of the complex needs of a wide variety of events.
- Ability to work effectively as a team member to cover every aspect of the event.
- Promotions and marketing activities (social media, direct mail/e-mail, etc.).
- Manage contact lists and files for all special events.
- Maintain a master database with information related to each event.
- Manage a calendar of in-person events to ensure proper spacing of events.
- Work closely with Communications Director to ensure the flow of information on social media is consistent and appropriate.
- Work closely with department staffs to ensure that events meet their expectations.
- Stay current on latest technological advances in communication and best practices in event management.

QUALIFICATIONS

- High school diploma or equivalent required.
- Bachelor's degree in Business Management, Event Planning, Marketing, or related degree preferred.
- 1-3 yrs. event planning & management experience, particularly with non-profit organizations; volunteer experience will be considered.
- Advanced skills with Microsoft Applications including Outlook, Excel (V-Lookup/Formulas), PowerPoint, Social Media platforms, photo/video editing, and other Web based applications, required.
- Bilingual - preferred

OTHER DUTIES AND RESPONSIBILITIES

- Must support the mission, philosophy, objectives and policies of the Catholic Church and the Diocese of Joliet
- Handle other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES WHICH MAY BE REPRESENTATIVE, BUT NOT ALL-INCLUSIVE OF THOSE ASSOCIATED WITH THIS POSITION

- Exemplify leadership skills including self-motivation and self-starter.
- Good time management, prioritization, execution to meet deadlines and established goals.
- Excellent interpersonal skills, ability to relate to people at all levels within an organization.
- Innovative, creative and ability to propose enhancements/changes to existing processes.
- Customer service centric focus (internal and external).
- Good listening skills, attentively and patiently listens to others.
- Work well under pressure.
- Attention to details, good judgement, problem solver.
- Neat and professional in appearance.
- Excellent written communication skills; professional aptitude for proofing and editing, confident speaking in public, or group settings.
- Ensures that safety is a priority at all events and proactively reports any situations.
- Proficient with Microsoft Office (Word, Excel, PowerPoint, Publisher, Outlook).
- Strong design software skills in Canva, Adobe, or related software.
- A good Catholic theology formation including a passion for sharing/teaching the Catholic faith.
- Genuinely support and work with others in a Catholic environment.

WORKING CONDITIONS

- This is a full-time benefited exempt position. Normal work schedule Monday through Thursday 8:00 am to 4:30 pm and 8:00 am - 1:00 pm Friday.
- This position requires some travel throughout the Diocese of Joliet that entails some evening and weekend activity.
- Flexibility of schedule and reliable transportation required.
- General office conditions.

PHYSICAL ABILITIES THAT ARE COMMONLY ASSOCIATED WITH THE PERFORMANCE OF THE FUNCTIONS OF THIS JOB¹

- The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- Physically able to perform the duties as assigned including the ability to lift to 20-30 pounds if needed.
- Ability to stand, sit, or walk for extended periods of time.
- Occasional evening and weekend work, flexibility to adjust to other department/business needs.

If interested in this amazing opportunity, please send a cover letter and resume to the Human Resources Department at humanresources@dioceseofjoliet.org.

¹ This document is not intended to be a comprehensive list of work-related functions. All duties and work conditions listed are subject to change at the discretion of the Diocese of Joliet Management. The Diocese of Joliet will, in compliance with the Americans with Disability Act (ADA), accommodate essential job functions whenever feasible.