Job Title: Events and Development Coordinator, University

Job Description: The Events and Development Coordinator works within the Offices of Marketing and Communications and Development. This position is responsible for coordinating CHSU University and College events, assisting with a variety marketing strategies and campaigns within CHSU, and supporting the Development and student scholarship fundraising activities.

Reports to: Vice President, Marketing and Communications

Classification: Staff, Full Time, Non-Exempt

Essential Duties:

- Coordinate logistics and execute CHSU University and College events, including but not limited to graduations, white coat ceremonies, employee events, fundraising dinners, and other major events.
- Work with internal stakeholders who oversee event programming.
- Assist with the development of invitations, programs, signage, and other printed materials pertaining to the event.
- Secure vendors, book venues, manage catering, schedule photographers, and secure necessary decor items that are not already provided with the venue.
- Create schedules for employees and volunteers needed for each event.
- Create checklists, approved vendors and caterers, event calendars to share with University and College stakeholders for consistent event planning practices.
- Monitor and track event costs, coordinate payments to vendors, and keep overall event cost within the allocated budget.
- Attend, execute and coordinate set up and clean up for events, as appropriate.
- Assess an event’s overall success and opportunities for improvement, then submit findings to stakeholders.
- Assist with contacting, engaging, and scheduling meetings with partners, donors, and prospective donors.
- Assist with CHSU’s event related social media activity, while on site during the event, including creating new content, writing posts, and taking on-site social media photography/video (Stories/Reels).
- Assist with photography services for event social media and post-event archives.
- Clerical and administrative duties, including creating surveys and forms, tracking donations, maintaining partner contact information, and mailing lists, scholarship donation reports, etc.
- CRM database data entry and report generation to keep partner, donor, and prospective donor information accurate.
- Assist with marketing promotions, communications, and project coordination.
- Other projects as assigned.

Qualifications/ Education:

- Bachelor’s degree in Business Marketing, Communications, Public Relations, or related field

Skills & Experience

- Two to four years of marketing, communications, public relations, and/or social media experience.
- Understanding of marketing, public relations, and communications in educational or corporate environment
- Proven experience in copywriting, public relations, media engagement, and communications.
- Proven experience in delivering effective and innovative digital campaigns.
• Experience managing successful social media campaigns, and a solid understanding of social marketing.
• Understanding of web metrics, digital analytics, with the ability to generate, analyze and interpret data.
• Ability to work under constant deadline pressure and assist with multiple projects across multiple lines of business.
• Excellent oral and written communication skills.
• Superior organizational skills and detail orientation
• Proficiency in Microsoft Office
• Outgoing, customer-friendly, confident, self-starter
• Proficiency with Adobe Photoshop, Illustrator, InDesign, WordPress, HTML, HTML 5, CSS is preferred.

Compensation: CHSU offers a competitive benefits and compensation package. Salary range for this position is $19.23 - $25.00 per hour, however, salary is commensurate with experience.

Application Instructions
Interested candidates are to electronically submit a letter of interest, a detailed resume and the names, titles, and contact information of at least (3) professional references. Please send a completed package electronically to careers@chsu.edu and type Events and Development Coordinator in the subject field of the email.

CHSU is an Equal Employment Opportunity (EEO) employer. CHSU complies with the Employment Eligibility Form (i-9) requirements.