



## PERIMETER SCHOOL

### EVENTS SPECIALIST Job Description

**DEPARTMENT:** Perimeter School  
**REPORTS TO:** **Director of Operations**  
**DIRECT REPORTS:** **None**  
**POSITION TYPE:** Part time

**PURPOSE:** The purpose of this position is to build robust and meaningful relationships through intentional events amongst and between Perimeter School families, sometimes extending to the community and Perimeter Church.

#### **RESPONSIBILITIES (including but not limited to):**

- A. Plan and execute major events at Perimeter School, such as:
  - Back-to-School Coffee
  - Middle School Hoedown
  - Veterans Celebration Reception
  - Father-Daughter Dance
  - Mother-Son Adventure
  - Talent Show
  - Graduation Reception
- B. Plan and execute fellowship time of Campus Meetings: fall, winter, spring
- C. Coordinate and lead parent volunteers as they serve for events
- D. Manage budgets for events
- E. Coordinate contracts with vendors for events

#### **REQUIREMENTS/EXPERIENCE/QUALIFICATIONS:**

- Credible profession of faith in Jesus Christ
- Member of Perimeter Church
- Bachelor's degree preferred
- One or more years of work experience in the events industry

#### **COMPETENCIES:**

- Strives to be a servant leader
- Understands the culture of Perimeter School and how this should extend into every Perimeter School event
- Exhibits an engaging, relational, and winsome demeanor
- Is proficient in Excel and Word
- Possesses strong communications, organizational, and people skills
- Demonstrates strong administrative skills as well as a customer-service focus
- Possesses spiritual maturity and discernment
- Able to multi-task and is persistent, flexible, and results-oriented
- Works well both individually and as a team member, being able to collaborate or take charge of tasks

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Employee Signature

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Date

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Supervisor Signature

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Date

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Human Resource Signature

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Date