

# Job Posting



Position	Department	Reports to	FTE	FLSA Class
Director of Event Services and Camps (Grant-Funded)	Advancement	Executive Director of Advancement Operations	1.0	Exempt

Grace College and Seminary welcomes diversity, and makes employment opportunities available to all applicants and employees without regard to race, color, pregnancy, age, ancestry, national origin, disability, citizenship status, military status, genetic information, or any other legally protected category.

**Scope of Responsibilities:** To coordinate all internal and external events on Grace's campus including academic camps. To oversee the events budget and create revenue-generating opportunities for Grace's facilities through event rentals. To manage the events staff and student teams.

**General Responsibilities:** Essential responsibilities are those the individual must be able to perform unaided or with the assistance of reasonable accommodation.

1. Serve as the events hub for all events happening on Grace's campus including inquiries, event planning, and event execution.
2. Implement the Indiana Youth Programs on Campus grant initiative. Assisting camp faculty in developing programming and curriculum.
3. Coordinate all partnerships and stakeholders on and off campus for event management. This includes event setup crews, student workers, external vendors, caterers, and representatives from community organizations.
4. Represent Grace College and Seminary to internal and external constituencies at all times in a highly professional manner with a strong customer service ethos.
5. Coordinate the events budget including pricing, invoicing, payables and receivables.
6. Be willing to adjust work schedule according to office and event needs.
7. Knowledge and skilled usage of event management tools, including software such as Basecamp, Google Drive, etc., to manage the details.

## Supervision responsibilities:

1. Oversee events staff.
2. Hire and supervise student workers.
3. Manage the events budget.
4. Complete and manage all grant reporting for the Indiana Youth Programs on Campus grant.

## Qualifications

### Minimum:

1. Prior experience in hospitality management, communications, or related fields.
1. Strong organizational skills and follow through.
2. Excellent interpersonal and communication skills.
3. Ability to multi-task and remain exceedingly accurate in correspondence.
4. Desire to assist others and add value to the school.

### Preferred:

1. Experience working with outside vendors and guests.
2. Ability to work independently and with a team.
3. Ability to interact with a broad range of people with diverse backgrounds.
4. Master's degree.

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Status: Full Time; Exempt

A completed employment application, resume, 2 employment references and a spiritual life reference must be submitted in order to be considered for employment. Applications are available in the Human Resource Office or can be downloaded at <http://www.grace.edu>, Employment. Applications are submitted by email to [employment@grace.edu](mailto:employment@grace.edu).

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