

Job Posting



Position	Department	Reports to	FTE	FLSA Class
Event Services & Camps, Seasonal Assistant	Events Services and Camps	Director of Event Services and Camps	1.0 (seasonal)	Non-Exempt

Grace College and Seminary makes employment opportunities available to all applicants and employees without regard to race, color, sex (except where sex is a bona fide occupational qualification), pregnancy, age, ancestry, national origin, disability, citizenship status, military status, genetic information, or any other legally protected category. Grace College and Seminary is a Christian religious-affiliated organization and, as such, is permitted religious exemptions set forth in Title VII of the Civil Rights Act of 1964.

Scope of Responsibilities: To support the event services department in the coordination of all internal and external events on Grace's campus including academic camps. Assist in maintaining the events budget and facilitate event rentals including working with clients and vendors, managing event documents, and being present during some client events. To support the academic camps in planning and day-of execution of logistics.

General Responsibilities:

1. Represent the event services department in the receiving of internal and external inquiries, making note of event details, and assisting in event execution when needed, under the direction of the Director of Event Services and the department Administrative Assistant.
2. Assist in the implementation of the Indiana Youth Programs on Campus grant initiative, including coordinating logistics with Grace departments and external partners, registering campers, answering parent questions, and executing day-of logistics such as sign-in and transportation.
3. Work closely with event setup crews, external vendors, caterers, and representatives from community organizations as events are planned and executed. Manage student workers and college student camp counselors.
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. Be willing to adjust work schedule according to office and event needs. Be available for some weekend and evening hours to act as house manager while events are occurring.
6. Knowledgeable and skilled usage of Google Drive, Google sheets, email, etc., to manage the details.
7. Perform other duties as requested by the Director and Administrative Assistant of the Event Services and Camps department.

Qualifications:

Minimum:

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.
5. Valid Driver's License.
6. Evidence of a strong Christian faith and commitment to Christ.

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.

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4. Bachelor's degree.

Status: Full Time (seasonal); Non-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.

Posted: 2/17/2025