Position: Events Coordinator
Supervisor: HR/Payroll Generalist/Assistant to the VPFO
Hiring Administrator: HR/Payroll Generalist/Assistant to the VPFO
Category: Part Time, Exempt - Administrative Staff

Catholic Theological Union (CTU) seeks a team player to be the on-site coordinator for events for a leading graduate school of theology and ministry in the Hyde Park neighborhood of Chicago. The events Coordinator is responsible for working with event hosts to coordinate well-executed internal and external events and hospitality at CTU.

Under the direction of the HR & Payroll Generalist/Assistant to the VP for Finance and Operations, the Events Coordinator will function as a key member of the Finance and Operations team, providing excellent hospitality on behalf of the CTU community.

Key areas of responsibility: Event Management

- Coordinate and be the on-site point person for internal and external events, which includes:
  - Scheduling of facilities
  - Event setup in conjunction with the facilities staff
  - On-site event monitoring
  - Advising event hosts on catering options
  - Coordinating staffing (as needed)
  - Event clean-up in conjunction with the facilities staff
  - Maintaining the Warming Pantry and storage areas
  - Laundering linens periodically via local dry cleaner or ordering through linen rental.
- Maintain client relationships to ensure effective, efficient, positive experiences with CTU
- Collaborate with IT Manager and Director of Facilities to fulfill all events requests and troubleshoot as needed.
- Serve as the main scheduler of all facilities reservations and maintain Master Event calendar via Google Calendar.
- Follow workflow documenting the requirements of the event including preparing contracts for external groups with quotes, required insurance
- Work with the Business Office to ensure accurate invoicing and timely payments.
- Maintain inventory and manage purchasing of all catering-related needs, including food products, beverages (including alcohol), and supplies, as well as stocking the school coffee bar.
- Maintain detailed event files, track supplies used, pricing, and set-ups.
- Be the “face of CTU.” Serve as the on-site point of contact for all public and external events.

Perform other duties as required or assigned which are reasonably within the scope of the duties in this job classification.

Desired Qualifications:

- The ideal candidate will have experience in event planning, communications and fostering good relationships with co-workers.
• Microsoft (Word, Excel), Google Suite, especially Docs, Sheets, Calendar, Sites
• Hospitality and service experience
• Appreciation for the non-profit approach to events
• Exceptional decision-making and problem-solving skills

Other Skills:

• Excellent communications and interpersonal skills, together with the ability to work collaboratively and courteously with colleagues throughout CTU, alumni, other constituencies, and the public.
• Flexible work schedule, including some evenings and weekends.
• Flexibility and initiative, as well as the ability to work independently.
• Ability to move quickly from one task to another within a given workday.
• Attention to detail and ability to prioritize tasks to meet deadlines.
• Self-starter