



**Bellarmino**  
College Preparatory

## ***Events Assistant Coordinator***

*Bellarmino College Preparatory, a Jesuit secondary school, has been educating young "men for and with others" in the tradition of St. Ignatius Loyola, founder of the Society of Jesus, since 1851.*

The Events Assistant Coordinator will work alongside and report to the Event Services Manager to provide organizational and operational support in the development and execution of events such as public and athletic events, conferences/services for campus and/or community organizations. The Events Assistant Coordinator will be required to maintain a flexible work schedule, to include weekends to coordinate and attend such events.

Bellarmino complies with the Americans with Disabilities Act (ADA) and considers reasonable accommodations that may be necessary to perform the essential functions of the job.

### **Responsibilities:**

- Collaborates with Events Services Manager and Kitchen Manager to plan and/or review current and upcoming events
- Provides research support and completes tasks required for events execution at Bellarmine's onsite facility
- Maintains supplies (i.e., food, drinks, linens, tables, chairs, etc.) inventory, including vending machines by checking stock to determine inventory level; anticipated supplies; placing and expediting orders of supplies; verifying receipt of supplies
- Work alongside with and direct volunteers: MG Moms – DC Dads, and Outside Event Personnel
- Assists in running concessions at sporting events, sometimes offsite at SJCC
- Ensure facility equipment are clean and in working order as well as being stored properly
- Ensure facility is clean and properly set up for Student Cafeteria, Faculty lunches, Development/Benefactor lunches, as well as Non-School special events
- Assist in managing and organizing event and catering forms/authorizations
- Assist in maintaining event calendar (both in Caterease and Outlook) and ensure there are no conflicts
- Assist in creating floorplans
- Assist in setting up and tearing down of events
- Maintain inventory of event related items (chairs, tables, table numbers, etc.)
- Maintain schedule for banners outside Wade Hall
- Assist in overseeing trailer operations (i.e., monitor sales and maintain inventory)
- Maintain snack shack inventory both for on campus and off campus at SJCC)
- Other duties as may be assigned

### **Minimum Qualifications/Skills:**

- 2+ years proven experience in food/beverage operations and/or catering
- Proficient in Microsoft Word and Excel
- Excellent verbal and written English communications skills
- Strong interpersonal skills with proven ability to work alongside a diverse group of people
- Proven work history in office or similar environment
- General knowledge of standard office practices
- Excellent teamwork, organization and time-management skills
- Ability to be self-sufficient/work independently, multi-task/manage multiple projects simultaneously and meet deadlines

**Physical Requirements:**

- Ability to lift 25 pounds, using proper lifting techniques
- Ability to sit and stand for long periods of time
- Ability to travel around our campus safely and comfortably
- Ability to use a keyboard (or an alternative input device) and other office equipment
- Ability to read information in printed material and on a computer screen (often for extended periods of time) and/or on a mobile device/laptop

**General Information:**

- This position is classified as a full-time, non-exempt position
- This position is eligible for Bellarmine's excellent benefits package
- Work schedule/hours will vary (including evenings and weekends)

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**To Apply Online:** Please complete the *Bellarmino Staff Application Form* located on our [employment web page](#) under Employment Applications and send along with a resume and cover letter to [hr@bcp.org](mailto:hr@bcp.org), indicating “**Events Assistant Coordinator**” in the subject line of the e-mail.

*Bellarmino College Preparatory is an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, color, sex, pregnancy, childbirth, marital status, age, national origin, ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, veteran status, gender, gender identity, genetic information or any other category protected under federal or local law.*

*\*As a Catholic, Jesuit school, Bellarmine may preserve its state and federal protections as a religious institution and may grant more favorable consideration to Roman Catholic applicants.*

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