
Event Coordinator

Summary/Objective

The overall role of the Event Coordinator is to work with the Event team to execute major activities throughout the school year to better serve students and volunteers.

Responsibilities

The Event Coordinator will (list not all inclusive):

- Be responsible for creating a comprehensive plan for the school year to include all major activities, such as Fall trips, Lunar New Year, Annual Banquet, and Summer and Fall events, including tracking progress and adjusting plan, and documenting process and procedures for each event to efficiently reproduce each event with increasing quality
- Create and submit annual department budget, track expenses and monitor available funds monthly, and submit budgets and reimbursement requests for OSU funding, as needed, for each event/activity
- Coordinate prizes, food donations, registrations, and transportation for special events
- Coordinate with OSU student group to ensure communication is sent out to students about upcoming events
- Coordinate and ensure that publications, emails, flyers, and social media postings will effectively communicate with the international student population, local community groups, and other ethnic student organizations
- Foster the creation of new collaborative opportunities with other cultural student organizations and departments on campus
- Collaborate with campus ministry staff and volunteers on preparation and execution of events; coordinate use or purchase of decorations and materials for events
- Attend department meetings and other scheduled meetings
- Other duties, as assigned. Duties/responsibilities may change at any time.

Qualifications, including Spiritual Characteristics

- Adherence to IFI's statement of faith, core values, and policies
- Is faithful, loyal and dedicated to IFI's mandate from the Lord to extend God's love globally through equipping Christians to be effective cross-cultural communicators of the Gospel
- Ability to communicate with diverse populations from different ethnic backgrounds
- Well organized with attention to detail and ability to complete tasks independently
- Be a self-starter and able to work well as a team player
- Ability to work under stress and be flexible
- Proficient with technology, including Microsoft Office and Google applications

Required Education and Experience

- At least one-year experience in planning and executing projects and events
- Minimum of a Bachelor degree, preferably in Education, Marketing, or Public Administration, or equivalent work experience or certification in Event Planning capacity
- Experience in cross-cultural ministry

Position Type, Expected Hours of Work, and Travel

This is a part-time, hourly position that requires both consistency and flexibility in scheduling. Anticipated weekly hours will be between 20 and 30, and work evenings and/or weekends during IFI events is likely. Frequent travel locally expected.

Physical Requirements

The role requires an employee to frequently sit, stand, walk, and reach with hands and arms. The employee must frequently lift and/or move objects up to 10 pounds and occasionally lift and/or move objects that weigh up to 40 lbs.

International Friendships, Inc. (IFI) is a faith-based organization. Therefore, only those willing to adhere to IFI's statement of faith, core values, and policies will be reviewed for this open position. International Friendships, Inc. is otherwise an equal opportunity employer.