



# Columbus Academy

## Events and Special Projects Associate

**The School:** Founded in 1911, Columbus Academy is a coeducational college preparatory day school of over 1,100 students age 3 through grade 12 located on a 231-acre campus in Gahanna, Ohio. Student programs are organized into three divisions: Lower School (Age 3-Grade 5), Middle School (Grades 6-8) and Upper School (Grades 9-12). The school offers a vigorous academic program as part of its mission to educate the whole child – mind, body and character. Columbus Academy faculty and staff members are expected to be continuous learners in their fields, to engage in caring and cooperative partnerships with colleagues and parents, to have a demonstrated commitment to the values of equity and inclusion, and to help each student reach his or her full potential.

**The Position:** Columbus Academy seeks a full-time Events and Special Projects Associate with responsibilities to begin as soon as possible.

**Qualifications** (preferred candidates will possess the following qualifications):

- Associate's degree or higher preferred
- Proficiency with office technologies (Microsoft Word, Excel, etc.)
- Proven attention to detail, commitment to accuracy and high level of personal organization
- Ability to exercise judgment, diplomacy and confidentiality
- Strong communication skills (written, oral and interpersonal)
- Work collaboratively within team structure
- Build relationships quickly through effective and positive interactions
- Proactively develop skills for the proficient use of development/alumni office technologies (ex: Raiser's Edge, Constant Contact, etc.)

**Position Expectations** (the individual selected to this position will be expected to carry out the following responsibilities):

- Support development/alumni events including, but not limited to: screening potential venues, coordinating catering and facility needs, managing the registration process and associated transactions, populating invite lists and preparing invitations, creating online registration pages, tracking RSVPs, creating nametags for attendees, organizing materials and other event collateral and putting them together to take/ship to event, organizing and providing materials to staff and volunteers as necessary, assisting with post-event follow-up.
- Oversee special projects on an ad hoc basis and independently execute associated assignments. Participate in team projects related to the work of the development/alumni office.
- Provide general administrative support for the Assistant Head of School for Development/External Relations and development/alumni team, including but not limited to: budgets, calendaring, credit card reconciliation, filing, mailings, meeting support, payments/invoices, office supplies, basic data entry, and general duties.
- Respond to general and wide-ranging inquiries by phone, in person, or by email and direct visitors as needed.
- Adhere to high standards of exceptional customer service, meaningful stewardship and donor-centered operations.

**Physical Conditions** (candidates must be able to manage the following conditions):

- Mobility around school buildings and on different floors (handicap accessible)
- Repetitive motion (use of a computer keyboard)
- A non-smoking campus

**Legal Requirements:** All Columbus Academy employees must pass required criminal records checks. Where appropriate, individuals will also be required to provide proof of academic credentials.

**To Apply:** Interested candidates should apply online at

<https://columbusacademy.hrmdirect.com/employment/job-opening.php?req=1806546&&&nohd#job>.

Columbus Academy believes strongly in the principles of diversity, equity and inclusion. We seek to identify and hire a greater number of faculty of color to serve as role models for all students. We strive to foster a diverse campus community, which recognizes the value of all persons regardless of religion, race, ethnicity, gender, sexual orientation, disability or socioeconomic background.