EVENT PLANNING COORDINATOR

Franklin College is seeking an Event Planning Coordinator. The ideal candidate will strive to reflect the Facilities mission of Friendliness, Cleanliness, Safety & Service. This is an exempt, full-time position reporting to the Facilities Office and Auxiliary Services Manager.

**Essential Functions:**

- Work with internal groups to organize all aspects of campus events as well as coordinate events held by external clients.
- Facilitate meetings with necessary departments such as Catering and Technology in addition to the Oversight Calendar Committee.
- Ensure that all groups follow the Franklin College Protection of Minors Policy.
- Maintain a current campus calendar by verifying the needs of each reservation and approving or denying event requests.
- Conduct faculty/staff training sessions on calendar software.
- Coordinate with summer groups and maintain summer camp and conference calendar.
- Create invoices and compile the proper paperwork for all account receivable and payable transactions for the Event Management Department.
- Organize and implement Kids on Campus summer program annually.
- Coordinator should be competent in both supervision and execution of moving furniture, setting up tables, chairs, stages.
- Demonstrate a professional attitude and strive excellent customer service Will have regular performance assessments.
- Able to wear Personal Protective Equipment (PPE) when necessary or required.
- Will fill in when the Events Setup and Inventory Coordinator is out.
- Must be available to events outside of work hours.
- Follow and abide by all safety rules and regulations.
- Other duties as assigned.

**Supervisory Responsibility:**

General supervision is received from the Facilities Office and Auxiliary Services Manager. Supervision over student workers.

**Required Skills:**

- Ability to become proficient on several facilities software packages, as necessary.
• Demonstrate professional attitude.
• Excellent customer service skills.
• Excellent verbal and interpersonal skills.
• Must be able to communicate effectively in both written and verbal form.
• Effective phone etiquette skills.
• Ability to adapt to quickly changing environments.
• Excellent organizational and multitasking skills.
• Ability to work in a highly active customer service focused environment.
• Proficient in using a dolly or equipment cart.

**Physical Demands / Work Environment:**

• Regularly walking long distances.
• Climbing Stairs without assistance.
• Must climb stairs while carrying something.
• Regularly lifting and carrying 30lbs.
• Ability to reach and lift things overhead.
• Possess dexterity.
• Possess the ability to grip things 45# minimum.
• Working in heat and cold regularly.

**Requirements** include: HS diploma or equivalent, 2 years of office experience preferred. Proven ability to work with wide variety of constituencies. Ability to exercise leadership in planning of campus events of all sizes. Proficient in computer software including Excel, Word, Publisher and PowerPoint.

**Benefits package** includes health, dental and vision insurance, life and disability insurance, paid time off, retirement plan, EAP, and tuition benefits for employee and their family. Review of applications will begin immediately. Click link to apply for position here – [Franklin College Staff Application](#).

Contact Human Resources with additional questions.
Franklin College
101 Branigin Blvd.
Franklin, IN  46131
humanresources@franklincollege.edu

*Franklin College is committed to providing an inclusive and welcoming environment and to ensuring that educational and employment decisions are based on individuals’ abilities and qualifications. Consistent with these principles and applicable laws, it is therefore the College’s policy not to discriminate on the basis of age, color, disability, gender,*
gender expression, gender identity, genetic information, national origin, marital status, race, religion, sex, sexual orientation or veteran status as consistent with the Policy on Prohibited Discrimination, Harassment and Related Misconduct. No person, on the basis of protected status, shall be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination, harassment, or retaliation under any College program or activity, including with respect to employment terms and conditions. Such a policy ensures that only relevant factors are considered and that equitable and consistent standards of conduct and performance are applied.