



Events and Logistics Coordinator

Franklin College is accepting applications for an Events and Logistics Coordinator for Leadership Johnson County (LJC) at Franklin College. This is a **full-time, salaried, 10-month position** reporting to the Executive Director of Leadership Johnson County at Franklin College. As part of our team at Leadership Johnson County (LJC), the Events and Logistics Coordinator will be responsible for the planning and organization of special events and programs. The Coordinator will be the trusted source of all logistical information related to each of our events, workshops, and programs

Primary Duties and Responsibilities

- Participate as a member of a team of professional, dedicated employees who can manage internal and external events, workshops, and programs
- Manage project plans and logistics for various in-person and virtual special events, workshops, and program activities
- Responsible for event planning, design, and production while managing all project delivery elements within time limits
- Plan and execute fundraising events
- Provide administrative support to the Assistant Director, Select Workshops Coordinator, and Executive Director on various projects as needed
- Provide oversight for alumni relations events
- Coordinate logistics for all Select Workshops
- Assist with logistics coordination of Signature Program and Youth Leadership Academy
- Maintain a working knowledge of the complex needs of a wide variety of events
- Track alumni engagement
- Other duties as assigned

Job Requirements and Qualifications:

- The successful candidate will have a high school diploma or equivalent and possess three years of professional related experience.
- Must be able to work under pressure, demonstrate active listening, and exhibit exceptional organizational skills
- Ability to handle multiple projects simultaneously, meet deadlines, effectively manage priorities, and communicate progress
- Ability to communicate effectively in both written and verbal form
- Creative, strategic and analytical thinker
- Detail oriented

- Relationship builder
- Familiar with adult education and training
- Knowledge of Johnson County

Working Conditions

- Flexible working conditions – some evening and weekend hours required.
- Must have own reliable transportation.
- Will run errands in local community.
- Must be able to occasionally lift, carry, and move event materials or equipment.
- Appropriate professional dress required when in office or on official Leadership Johnson County business.
- Proficient and thorough knowledge of Microsoft Word, Excel, Publisher, Outlook, and PowerPoint.

Review of applications will begin immediately and continue until the position is filled. Qualified candidates will submit electronically (MS Word or PDF) a cover letter, resume and three professional references via the application link – [Franklin College Staff Application](#)

Contact Human Resources with additional questions.

Franklin College
101 Branigin Blvd.
Franklin, IN 46131
humanresources@franklincollege.edu

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