



**Job Description for Community Event Coordinator**

Position Type	Position Classification	Salary	Job Location
Community Event Coordinator	Non-Exempt	\$45,000 - \$55,000	Any Location (Detroit, Howell, Ortonville, Sandusky or Saginaw)

**Overview :** Reimagine Education, LLC is a privately - owned management company for Michigan International Prep School, a publicly funded Cyber Charter School.

**Philosophy:** At Michigan International Prep School, we want our students to pursue what makes them different. No two people are identical, and it doesn't make sense to treat them like they are. That's why we create a unique learning pathway for every MIPS learner, built around their talents, interests, location, and schedule. Students are first in our school.

**Position Description:** Reimagine Education, LLC is seeking an innovative Community Event's Coordinator who will play a critical role in the Michigan International Prep School. This position has primary responsibilities for putting together events for the School District, scouting and booking locations, conducting press outreach, lining up sponsors and securing food and drinks.

Qualifications	Essential Duties
<ul style="list-style-type: none"> <li>• Computer Knowledge is a must and will be tested during the interview process.</li> <li>• Ability to handle multiple tasks as once in an effective manner</li> <li>• Works well with a team</li> <li>• Very strong customer service skills</li> <li>• Maintain a positive "can do" attitude</li> <li>• Has strong communication skills, both verbally and written</li> <li>• Be a self-starter and an independent thinker. (this position will require the applicant to be able to make and implement decisions without direction)</li> <li>• Technological skills (Chrome, Google, and etc.). Must be able to adapt to new technology rapidly</li> <li>• Is poised, punctual and enthusiastic</li> <li>• Is exceptionally organized and self-motivated, able to manage complex tasks and assignments</li> <li>• Is able to work within a budget and to creatively get the most out of limited resources</li> <li>• Has attention to detail, and a desire to do things well</li> <li>• Can manage stressful situations and respond quickly and creatively to meet needs</li> <li>• Has strong "people skills" and is able to coordinate volunteers and others to get things done to meet a deadline</li> </ul>	<ul style="list-style-type: none"> <li>• Assists with the planning and implementation of school fundraising events, admission events, and selected major school events which include the following: Field trips, Graduation, Music and Art events at the Hives, Organize in-person marketing events, BBQ's, Charity events, Fundraising events, and a Grand Opening for our Detroit lab in early September.</li> <li>• Chooses and secures facilities, purchases materials and food, designs and assembles gift bags, and ensures proper set up for major events.</li> <li>• Keeps track of expenses and accurate records of an expense and works within a budget established by administration.</li> <li>• Leads and implements planning, set up, clean up, and hosting of major school events.</li> <li>• Responsible for all physical details and logistics of fundraising events. Yearly goals for these events include improving the experience at each event; trimming expenses, increasing revenue, and building excitement about the school.</li> <li>• Work to secure facilities, plan programs, choose menus, organize gift bags, etc.</li> <li>• Coordinate event participants and help to organize all event logistics.</li> <li>• Work to implement community outreach.</li> <li>• Drive lab attendance through lab events and activities, and through daily social media posting and engagement.</li> <li>• Work to plan a program for guests involving students, parents, and school leaders.</li> <li>• Host event and coordinate involvement of various participants.</li> <li>• Provide organizational and logistical assistance for additional school events as needed and able, which may include: Admissions Events, Back to School Night, Count Day Events, Spirit Week, and Graduation.</li> <li>• Carry out all other duties and obligations that are determined to facilitate the School's mission, goals, standards, and Education Program.</li> <li>• Community Event Coordinator must honor written Board Policies and Administrative Regulations.</li> <li>• Perform other duties as required.</li> <li>• Must honor written Board Policies and Administrative Regulations.</li> <li>• Must be able to stand for a minimum of 30 minutes at a time.</li> <li>• Must be able to lift 25lbs.</li> <li>• Must be able to sit in a chair for long intervals.</li> <li>• Must be willing to travel and attend events as required.</li> </ul>

**Required Documents:** All applicants are required to submit a completed application, cover letter, resume, three letters of recommendation, and college transcripts

*Reimagine Education, LLC is an Equal Opportunity Employer. The position is subject to Reimagine Education, LLC policy, rules, and regulations. As Equal Opportunity/Affirmative Action Employer, It is the policy of the Michigan International Prep School and Reimagine Education, LLC that no person shall on the basis of race, religion, color, national origin, sex, age or disability be excluded from participation and be denied the benefits, or be subjected to discrimination under program or activity and in employment, further Reimagine Education, LLC strictly adheres to the provision of Title VI of the Civil Rights Acts of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and all Michigan Department of Education policies and regulations prohibiting discrimination.*