



THE
MERIDIAN
SCHOOL

Events Coordinator

Position Type	Full
Status	Exempt
Salary	DOE
Start Date	March 1, 2019

ABOUT MERIDIAN

Founded in 1976, The Meridian School is an independent, co-ed elementary school (K-5), located in the historic Good Shepherd Center in Seattle's Wallingford neighborhood. The Meridian School is a place where the joy of childhood infuses the excitement of learning. By integrating curriculum, citizenship, and community, we provide the foundation for well-rounded students.

Committed to developing global citizens in an equitable and inclusive culture, Meridian promotes diversity of thought and identity and actively seeks dedicated and engaged culturally competent faculty and staff from diverse backgrounds.

OUR MISSION

The Meridian School promotes a balance of mind and heart, of contemplation and action, of individuality and a commitment to the community.

DESCRIPTIONS OF BASIC FUNCTIONS AND RESPONSIBILITIES

Basic Functions

- Plan and execute such events as the all-school fall festival, board and admissions events, grandparents day, alumni activities, annual auction, head's holiday, and all-school picnic
- Manage internal and external room reservations as well as internal bus and van scheduling
- Process and receipt event-related gifts and donations in an accurate and timely manner
- Prepare acknowledgment letters, pledge reminders, and other correspondence
- Manage auction, event, and alumni databases
- Work with Director of Development to plan and implement programs related to alumni engagement
- Other duties and special projects as assigned

Responsibilities

- Demonstrate a commitment to continuous improvement of professional practice
- Model collaboration through engagement with parents, students, colleagues and others in face-to-face and virtual environments
- Develop and disseminate effective communication with students, families, and the immediate and broader communities

- Adapt to changing conditions
- Multi-task effectively and efficiently
- Respect confidentiality

JOB REQUIREMENTS

- Bachelor's degree preferred
- Two years' experience planning events in an education or not-for-profit setting
- Demonstrated experience working with and managing volunteers.
- Excellent written and oral communication skills, including the ability to compile and analyze complex data, draft formal documents and presentations, as well as produce comprehensive reports
- Advanced computer skills required, including familiarity with database and event software – MaestroSoft Auction Maestro Pro knowledge preferred, Microsoft Word, Excel, and PowerPoint
- May be required to lift more than 30 pounds, work at a desk, move chairs and tables, stand for long periods of time
- Must have a valid WA driver's license and be willing to drive Meridian vehicles for work related tasks

The Meridian School is an equal opportunity employer seeking a culturally diverse workplace and does not discriminate against age, sex, sexual orientation, gender expression, gender identity, race/color, ethnicity, national origin, creed, veteran or marital status, disability, or any other category protected by federal, state, or local law.

Visit our website at www.meridianschool.edu.

Interested candidates are invited to email a cover letter and resume including references to:
employment@meridianschool.edu

Re: Events Coordinator