Job Announcement
Event Operations Administrator (San Carlos)

The San Carlos Education Foundation is a nonprofit organization dedicated to supporting the public schools in San Carlos. We are seeking a qualified individual to fill a part-time job. The position, Events Operations Administrator, reports to the Executive Director and supports our volunteer leadership team as they plan and execute events primarily our Spring Gala. Parent volunteers produce all of our events. The Events Operations Administrator will provide operational support to the volunteer chairs, including our large gala and silent auction. A part-time Executive Director and a part-time Operations Manager currently staff SCEF.

Required Skills/Qualifications
• Bachelor's degree
• Demonstrated success in organizing events, fund-raising auctions and working with volunteers
• Excellent oral and written communication skills; ability to listen and transcribe notes
• Fluency in Google Docs and MS Office Suite required; proficiency with Mac; comfortable with technology or demonstrated ability to learn quickly
• Strong interpersonal skills
• Is energetic, with high attention to detail; ability to multi-task in a fast-paced, team-oriented, superb organizational skills; ability to plan, prioritize, and follow through on tasks; manage, initiate, and complete multiple tasks on time
• Demonstrated experience in all aspects of clerical responsibilities
• Experience using online applications and social networking sites
• 2+ years Development/Advancement or Event Coordination experience,
• Must be able to work independently, exercise sound judgment, work collaboratively in a team environment, and handle confidential matters with discretion
•Experience with auction software a plus
• Occasional evening/weekend work required
• Some local travel required, good vehicle necessary, along with valid California Driver's License
• Ability to lift and carry up to 35 lbs.

Job Duties (Include, but are not limited to)

a. Attend Event Committee Meetings (sub-committee meetings as necessary). Provide staff support to volunteer leadership team.

b. Manage event time-line by setting a meeting schedule, sending meeting invitations and reminders as needed, and documenting/routing key decisions.

c. Lead Auction Item/Display Coordination Efforts to:
    i. Coordinate collection of auction items secured by the business and school donation teams.
    ii. Receive auction items at storage location, label items, update item status in auction database and file/store tangible items.
    iii. Photograph and/or coordinate images for mobile bidding purposes.
    iv. Prepare auction items and displays for transport to event venue.

v. Coordinate transport of items to/from event venue.
vi. Coordinate auction item display/set up at the event.
vii. Coordinate schedule/staffing for post-event pick up by winners.

d. Provide data entry, as needed, using auction database software

e. Provide support to on-line auction, as needed

f. Provide administrative support to SCEF volunteer leadership as they organize major donor and prospect events.

g. Coordinate event related mailings with SCEF Operations Manager

h. Ensure timely thank you process for event donations and sponsorship

i. Become familiar with SCEF donor base

j. Other tasks as assigned

The San Carlos Education Foundation is committed to Equal Opportunity Employment and hires employees without regard to gender, race, religion, color, creed or sexual orientation. This is a part-time coordinator position. Hours will vary based on the time-line of events.

Send resume no later than June 1, 2014 to: ed@scefkids.org