

Events and Advancement Assistant

Black Pine Circle School is a K-8 independent school in Berkeley, California. For over 45 years, we have nurtured lifelong learners through an inquiry-based Socratic education that places equal emphasis on academics and the arts. Our Lower School (grades K-5) supports approximately 130 students, and our Upper School (grades 6-8) supports approximately 200 students.

Position Overview: This position is a direct report of the Director of Communications and Special Events. The successful candidate is responsible for assisting with many aspects (25%-50%) of several BPC events and advancement administrative tasks as part of a team. The events and advancement assistant is responsible for assisting with planning and producing many school community events, including, but not limited to: Back to School Picnic, Generations Day, New Parent Socials, Weekly Coffees, Senior Send Off, and our Spring Soiree. Participates as part of a team for other school events such as the Art Exhibit Opening, Science Week, Winter and Spring Concerts, Major Donor Thank You Dinner, the Halloween Festival, and Graduation. This person will also help with faculty events, including food coordination for in-service trainings, holiday parties, board dinners, and refreshments for all-school faculty and staff meetings.

Essential Duties and Responsibilities:

- Work in concert with BPC's Director of Communications and Special Events to assist in operations and coordination of logistics for each event (timeline, venue reservations, caterer, facilities requests, payment arrangements, RSVPs, etc.)
- Work with BPC's Director of Communications and Special Events on venue and vendor selection, contract negotiations and service agreements.
- Work with BPC's Director of Communications and Special Events on guest list in collaboration with the appropriate team member. (i.e. work with Admissions Director for new parent events).
- Work with BPC's Director of Communications and Special Events on the design, copy and production of event related collateral including invitations, programs, signage, name tags, registration lists, seating, etc.
- Work with BPC's Director of Communications and Special Events on development and implementation strategies around event programming and themes (in collaboration with the whole advancement team).
- Work with BPC's Director of Communications and Special Events on supervision of "day-of-event" volunteers.

- Work with BPC's Director of Communications and Special Events on coordination of internal departments and getting key students to assist in producing engagement events (i.e. Drama department, Music department, Student Affinity Groups/Teams, etc.)
- Oversee BPC merchandise sales.
- Assist with other duties and tasks from time to time, as directed by the Director of Development.

Required Qualifications and Skills:

- Bachelors' degree in marketing, communications, project management or closely related field.
- Some experience working directly in fundraising and/or event planning.
- Intermediate project management skills with demonstrated ability in planning projects, communicating with stakeholders, developing and monitoring budgets, completing work with minimal supervision and meeting project deadlines.
- Flexibility to attend evening and/or weekend events.
- Experience with online event registration tools.
- Ability to produce professional quality documents in Word, Excel, PowerPoint and Google Suite.
- Excellent and professional interpersonal skills both in person and by phone.
- Ability to communicate effectively within a diverse community.
- Demonstrated ability to work independently with minimal direction and collaborate as part of a larger team.
- A proven ability to manage multiple projects and meet deadlines.
- Passionate about being part of a team with a firm commitment to customer service and stewardship.
- Outstanding organizational skills and attention to detail. High standard of interpersonal, written and verbal communication skills.
- Flexible, with a high tolerance for change, ambiguity, and a fast-paced environment.
- High level of professionalism and willingness to "go the extra mile" to reach goals.
- Demonstrated excellent punctuality and attendance.
- A clear commitment to the educational philosophy of the school as articulated in the mission statement of Black Pine Circle School.

Preferred Qualifications:

- Previous work experience in a school or non-profit environment.
- Proficiency in donor management software.
- Experience with social media posts is a plus.
- Ability to take photos/video clips preferred.
- Ability to read, write and speak in Spanish is preferred.

Working Environment: Sitting or standing for prolonged periods of time. Light to moderate lifting (up to 50 pounds). Reaching, stooping, pulling, pushing, bending, walking, writing, and keyboarding.

Hours and Compensation: This is a part-time position Monday through Thursday, 15 hours/week. Compensation is commensurate with experience and will be in the range of \$32.00-\$36.00/hr.

Interested candidates may apply by sending a cover letter and resume, and how you became aware of this position to: jobs@blackpinecircle.org, subject line: Events and Advancement Assistant. *(Emails that do not contain both the cover letter and resume, as well as the appropriate subject line will not be reviewed).*

Black Pine Circle School is an Equal Opportunity Employer. We have an ongoing commitment to the creation of a workplace free of discrimination and harassment. We encourage applicants from all cultures, races, ethnicity, sex, religion, ancestry, sexual orientation, gender identity, national origin, age, physical or mental disability, pregnancy, military and veteran status, citizenship status, marital status, genetic information, height, weight, or any other status protected by federal, state, or local law. We are committed to a fair and equitable workplace where everyone is a respected and valued member of the team.