

**CHANDLER EDUCATION FOUNDATION
JOB DESCRIPTION**

CLASSIFICATION: OFFICE
TITLE: EVENTS AND MARKETING/PROMOTIONS COORDINATOR

Minimum Qualifications:

- High School Diploma with two or more years of college classes
- Four or more years of like experience
- Ability to type accurately at an acceptable rate of speed
- Proficiency with all Microsoft Office programs and social media
- Ability to work cooperatively with staff and community
- Ability to manage multiple tasks
- Knowledge of and adheres to all policies, regulations and rules

Core Job Functions:

- **Communications**
 - Updating and maintaining all social media and marketing outlets. Including but not limited to CEF website, Facebook, Twitter, Instagram
 - Stay up to date on current trends regarding social media outlets and report back when needed
 - Setting up interviews of recipients of donor grants and scholarships – past and present in order to show impact of what CEF is doing
 - Managing the CEF quarterly newsletter
 - Provide information to Kimberly Guevara for the Staff Report
 - Compile press releases of impact stories
- **Events**
 - Participating in the preparation, planning and implementation of various CEF events throughout the year. Including but not limited to the golf tournament, Woo Hoo Patrol, Car Raffle ticket pull event
 - Organizing all grant readings including ICS, Teacher Enrichment, and Donor scholarship
 - Oversight of the ICS and Donor Scholars reception
- **Volunteer management**
 - Recruiting and managing all volunteers to assist in the office and at events as needed
 - Updating database periodically and after events
 - Sending out regular communication four to five times a year other than specific events to keep volunteers engaged
- **Administer and manage the Impact Chandler Scholars program (ICS)**
 - Inputting community service hours
 - Responding to incoming calls from students and parents
 - Handling new enrollments for freshman, putting together timeline of specific activities required for ICS
 - Communicating to students regarding criteria status
 - Communicating with ICS counselors/Matt Strom
 - Updating CEF website with ICS information as needed
 - Conducting trainings for ICS managers/counselors

- **Additional duties**
 - Attending staff meetings and other meetings as required
 - Weekly deposits
 - Organize and manage the Treasures for Teachers relationship
 - Any other duties assigned by supervisor

Core Values/Professional Qualities:

- Respond to all internal and external customers, as it relates to position, in a prompt, efficient, friendly and patient manner
- Function effectively as a team member
- Be responsible, reliable and punctual
- Be flexible and adaptable to change
- Positively accept direction
- Establish and maintain courteous, cooperative working relationships with students, staff and parents
- Direct constructive criticism toward improving the district
- Exercise positive problem solving behavior and conflict resolution skills
- Adhere to the dress code appropriate to the site and job
- Share sensitive student and staff information on a need to know basis
- Be a positive role model
- Work with a large cross section of people in a professional and non-judgmental manner