



## **Event Coordinator Position Description**

The Jefferson Scholars Foundation is seeking a dynamic and detail-oriented Event Coordinator to create meaningful experiences for the organization's constituents including undergraduate scholars, graduate fellows, professors, alumni, and volunteers. The Event Coordinator will lead the execution and evaluation of a variety of events that support the Foundation's Programs Team. This role will manage timelines, coordinate logistics, oversee execution, and serve as the primary liaison with venues, vendors, and internal and external stakeholders. A strong negotiator and a creative thinker, the Event Coordinator will ensure every detail is handled with care and every event reflects the Foundation's mission and values.

Primary responsibilities include:

- Coordinate and execute a wide-ranging and comprehensive schedule of in-person events including engagement activities, enrichment panels and workshops, award ceremonies, large-scale galas, receptions and banquet dinners, conferences, and multi-day selection, recruitment, and academic programs (on and off site).
- Organize all event logistical aspects including venue selection, space layouts, catering, décor, audio visual, rentals, entertainment, transportation, signage, and registration.
- Research, vet, and negotiate contracts with hotels, venues, caterers, A/V providers, rentals, and other vendors to maximize quality and value.
- Serve as the point of contact during events, ensuring seamless execution and real-time problem-solving.
- Ensure the smooth execution of high-touch experiences for constituents in collaboration with internal teams and external vendors.
- Manage event timelines, budgets, and run-of-show documents.
- Track event metrics and prepare post-event reports to evaluate success and identify areas for improvement.

The ideal candidate will be highly organized, detail-oriented, and passionate about creating successful events for university students, faculty, alumni, and volunteers.

This position will report directly to the Senior Associate Director of Programs and collaborate closely with the other members of the Programs Team. The Event Coordinator will play a key support role for all Programs Team events and contribute to the broader operational goals of the Foundation.

This is a full-time, in-person position with weekend and evening responsibilities throughout the year.

### **Qualifications**

- Bachelor's degree or equivalent professional experience required.
- Minimum of two years of experience in event coordination, venue/facilities management, hospitality, or a related field.
- High attention to detail with the ability to identify and solve problems independently.
- Excellent organizational and project management skills.
- Demonstrated experience managing multiple projects and deadlines in a fast-paced environment.
- Exceptional verbal and written communication skills.
- Strong interpersonal skills and a commitment to working collaboratively within and across teams.
- Proficiency in Microsoft Office (Word, Excel) and comfortable learning and working with CRM, event platforms, and project management tools.
- Positive, team-oriented attitude with a professional demeanor and sense of humor.
- Ability to work flexible hours, including evenings, weekends, and holidays, based on event needs.

The Jefferson Scholars Foundation offers highly competitive salaries; an excellent comprehensive package of benefits including health, dental, vision, and life insurance; and a generous 401(K) retirement plan.

### **How to Apply:**

Review of applicants will begin immediately and continue until the position is filled. Please submit a cover letter, resume, and professional references to:

**Helen Dwyer**  
Vice President & Director, Operations  
Jefferson Scholars Foundation  
[info@jeffersonscholars.org](mailto:info@jeffersonscholars.org)