

Job Posting

Title: Events CoordinatorDepartment: AdministrationReports To: AdministrationStatus: Full-Time Exempt

Position Overview:

Under the supervision of the Executive Administrator, the Events Coordinator will assist with the organization and facilitation of the College's facility rental process, including the College's internal events.

Key Responsibilities:

- Works cooperatively with the Executive Administrator to manage the intake, processing and facilitation of the College's external and internal events;
- Facilitates all aspects of the facility rental process;
- Assembles marketing packages for clients;
- Meets prospective rental clients and provides tours of rental space;
- Assist with internal events including scheduling, RSVPs, caterer's proposal's and invitation design;
- Provides prompt response and detailed information to potential external clients and follow-up;
- Works with College and external vendors in finalizing event arrangements;
- Supports client with logistics during their event; and,
- Performs other duties as assigned.

Qualifications:

- Bachelor's degree in marketing, communications, or a related field
- Highly professional, organized, flexible and conscientious self-starter
- Possesses strong attention to detail and accuracy
- Core computer skills in MS Office, electronic communications (email, listserv, e-newsletters, social media, etc.) & researching via the Internet; InDesign software is a plus
- Excellent written and verbal communication skills
- Ability to work effectively across functions and departments, manage multiple projects simultaneously, and complete tasks in a timely manner
- Comfortable working independently and as part of a team

Application Process:

Please send a cover letter and resume to:

Carole Andreotti – Events Director Benjamin Franklin Institute of Technology 41 Berkeley Street, Boston, MA 02116 Or via email to: sdropkin@bfit.edu

The Benjamin Franklin Institute of Technology, founded in 1908, is a private, two-year technical college located in Boston's South End. The college is proud of its long tradition of educating students who aspire to advance themselves in a technical field. We provide our students with the technical and professional skills that will create a foundation for success, civic responsibility and life-long learning, adhering to the principles put forth by our benefactor, Benjamin Franklin.

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