



Events and Communications Coordinator

PREAMBLE

Boston College High School is a Catholic, Jesuit, independent school serving approximately 1400 young men across grades 7-12 from various communities across Massachusetts. Founded in 1863, Boston College High School continues its commitment to an authentic formation of the head, heart, and hands within the parameters of the Characteristics of Jesuit Education, the Ignatian Pedagogical Paradigm, the BC High Mission Statement, and the strategic plan.

Department: Advancement

Reports to: Senior Director of Events

Position Type: Full Time

Summary

The Advancement Team at BC High is seeking an Events and Communications Coordinator to support the planning and execution of engagement events. The Events and Communications Coordinator serves as a key member of the Advancement team by executing a broad spectrum of compelling opportunities for alumni and donor engagement and communications in order to strengthen connectivity with the school and maximize philanthropic revenue in support of BC High's mission.

Primary Responsibilities

- Working under the guidance of the Director of Events and Engagement, support the execution of BC High's Advancement signature events.
- Collaborate with the Advancement team and other members of the BC High community to create and implement best-in-class engagement, cultivation, stewardship, and fundraising events and programs for target audiences that support Advancement and campaign objectives.
- Develop event timeline and plans to ensure collaborative execution of multiple events.
- Develop and create event-related collateral including invitations, social toolkits, newsletter graphics, and event signage.
- Maintain a style guide for all advancement related communications and develop creative assets to increase engagement with Advancement communications.
- Support relationships with multiple vendors including internal catering, facilities, A/V and external vendors such as venue contacts, design and printing companies, decor vendors, catering vendors, audiovisual companies, entertainment contacts, lighting companies, and others as applicable.
- Support event committees through material creation, preparing minutes, and meeting set up.
- Manage the BC High Golf classic auction item solicitation and inventory.
- Serve as lead for event installation and production through the event break-down.
- Other duties as assigned; evening work may be required.

Qualifications:

- Experience in event planning.
- Experience using design software such as Canva and Adobe.
- Strong organizational skills and attention to detail.
- Showing initiative and follow-through in a dynamic environment.
- Strong writing, communication, interpersonal skills, and a sense of humor are essential.
- Proficiency in the use of Microsoft Office, digital communication tools, and social media.
- Ability to work both independently and collaboratively across internal and external constituencies.
- Ability to travel and work outside of regular business hours when necessary.