

## Partnership for Youth – Position Description

### Event Coordinator Assistant

#### Organization Summary

Partnership for Youth [PFY] is a non-profit organization dedicated to the coordination and delivery of programs and events for Catholic Youth. Founded in 2002, PFY provides transformational Catholic events for middle and high school students. We specialize in large dynamic youth events, bringing together youth from ten states and Canada. PFY reaches over 7,000 youth each year with a powerful message of hope. We offer a collaborative and engaged work environment, where you become part of the large Partnership for Youth family.

#### Position Information

<b>Job Title:</b>	Event Coordinator Assistant	<b>Status:</b>	Stipend
<b>Reports To:</b>	Steubenville Rochester Event Coordinator	<b>Location:</b>	Rochester, MN
<b>Position Type:</b>	Part-time (May-July)		

#### Position Summary

The Event Coordinator Assistant provides vital support to the Steubenville Rochester Event Coordinator to ensure that the Steubenville Rochester summer conference runs smoothly and is delivered with excellence.

#### Essential Duties and Responsibilities

- Assist with general office tasks
- Respond to phone or email inquiries
- Provide support to event core team members
- Update and print documents, forms and posters
- Organize and inventory conference supplies
- Handle special projects as requested

<b>Travel:</b>	The Event Coordinator Assistant will travel to monthly core team meetings and the Steubenville Rochester Conference site in July.
<b>Hours:</b>	Hours are flexible in the months leading up to the conference. Day and evening hours will be required. Actual working hours will be negotiated with applicant.
<b>Start Date:</b>	May 2020

#### Qualifications

- Two years of college is preferred
- Excellent organizational and planning skills
- Exceptional verbal and written communication skills
- Proficiency in MS Office is required
- Self-motivated, resourceful, and detail-orientated
- Excels in a team environment
- Passionately committed to the PFY mission
- Must demonstrate a mature and stable commitment to and support of the teachings of the Catholic Church through daily life as well as verbal and written communication

**Application Instructions**

Candidates should submit a cover letter and resume to Pam Beaulieu, Steubenville Rochester Event Coordinator, via e-mail. Please address them to Rochester@partnershipforyouth.org, using your name as the name of your file (i.e., lastnamecover.doc; lastnameresume.doc), and including Event Coordinator Assistant in the subject line.