

Event Planner Administrative Assistant

Name: _____

School Name: _____ City: _____, TX

Job summary: The Event Planner Administrative Assistant is a part time position responsible for supporting the Major Special Event Coordinator by assisting with function support and event planning. The Event Planner Administrative Assistant is evaluated by and reports to the Major Special Events Coordinator.

Essential job functions:

- Supports and upholds the philosophy of Catholic education and the mission of the school
- Acts as a witness to Gospel values by modeling the teachings of the Catholic Church
- Supports and adheres to the Code of Conduct and policies and procedures of the school and Diocese
- Abides by the Confidentiality Policy set forth in the Diocese Employee Handbook
- Sets target Administrative Assistant goals with Major Special Event Coordinator at the beginning of the academic year
- Provides friendly, patient, enthusiastic and efficient interactions with NCHs internal and external customers through daily telephone, electronic, print and in-person communication
- Supports and assist in the planning process of all Nolan events
- Supports the Major Events Coordinator in preparation of documents, supplies and correspondence

Important job functions:

- Collaborates with others to enhance the work environment
- Conferences with others upon request and responds to messages in a timely manner

Minimum qualifications:

Education: Associates Degree

Experience:

- Preferred.

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my regular duties. I understand that tasks or assignments may be added or removed from the job description by my supervisor at any time, without prior notice.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____