



EASTON AREA SCHOOL DISTRICT

EDUCATION CENTER * 1801 BUSHKILL DRIVE * EASTON, PA 18040-8186

Phone: 610-250-2400 Fax: 610-250-9730

Cottingham Stadium Capital Campaign Event Planner (Part-Time)

The Event Planner will provide support to the Cottingham Stadium Capital Campaign by serving as the individual responsible for all aspects of the event planning associated with the campaign.

This part-time position will have a flexible schedule, which may vary at different points in the campaign. Evening hours may be necessary in order to complete the duties and responsibilities associated with the position. This position shall be considered an independent contractor of the Easton Area School District. This position will report to the Assistant Superintendent. The base salary for this position shall be set at \$17,500.

Primary Duties and Responsibilities:

- Develop, plan, implement, and promote all events associated with the Cottingham Stadium Capital Campaign
- Provide coordination of food, beverages, décor, and program for all events
- Determine any necessary printed materials for events
- Work collaboratively with and receive guidance from the Cottingham Stadium Capital Campaign Steering Committee
- Ability to work with and provide timely information regarding the events to various school related entities, such as booster clubs and Foundation for Easton Schools
- Work collaboratively with the Cottingham Stadium Capital Campaign Fundraising Coordinator and Marketing Coordinator

Qualifications:

- Prior event planning experience preferred
- Strong organizational skills with attention to detail
- Self-directed, enthusiastic, and creative

Anyone interested in submitting interest for this position shall do so by submitting a letter of interest and a resume to the attention to Sue Ferretti at ferrettis@eastonsd.org no later than XXXX, 2019.