

## **The Pennfield School is seeking a part-time Event Coordinator.**

The Pennfield School is an independent elementary school in Portsmouth, RI, with an enrollment of approximately 160 students, in preschool through eighth grade. The mission of The Pennfield School is to create an inclusive community of dedicated learners, where students are given a foundation and appreciation for the joyful pursuit of understanding, while fostering respect for oneself and others as a way of life.

The Event Coordinator will work closely with the Advancement and Admission Offices to plan and implement large events and report directly to the Head of External Affairs.

Previous event planning experience and customer service experience are a must. The person should be a self- starter with excellent organizational and interpersonal skills.

Responsibilities include, but are not limited to:

- Plan and implement fundraising events for the Pennfield community
  - Grandparents Day
  - Golf Tournament
- Plan and implement two events for the general public (one late fall, one spring)
- Help organize traditional school events
  - Graduation
  - Corporation Meeting

### **Next steps for Candidates:**

Please submit a resume and two letters of recommendation to Rob Kelley, Head of School, [rkelley@pennfield.org](mailto:rkelley@pennfield.org).

### **Additional information:**

Please reference [www.pennfield.org](http://www.pennfield.org).

