

Open Position

Title:	Community Engagement & Events Coordinator	Supervises:	N/A
Reports to:	Director of Advancement & Enrollment	FLSA Status:	Non-exempt
When Needed:	2023 – 2024 Academic Year	FTE:	Full Time, Year-round

Seattle Waldorf School is seeking a seasoned community engagement and events professional to be an integral member of the Advancement and Enrollment Team. This role provides operational support in the areas of special fundraising and admissions events, and community engagement. In addition, this role will be the liaison between faculty/staff and the Community Association (CA) and provide administrative support for the Advancement Department and occasionally the front desk. We are looking for someone who can work effectively as part of a team and independently who is interested in collaborative and multidisciplinary approaches, and who is passionate about working with community members in support of the school. We are looking for staff who share our belief that a culturally rich and inclusive school community provides students with the best possible environment for a quality education. Salary is competitive with independent schools. Seattle Waldorf School offers an excellent benefits package, opportunities for professional development, and an extraordinary work environment.

Who We Are:

At Seattle Waldorf School, students become creative problem-solvers—imaginative thinkers who journey toward intellectual excellence, human compassion, and artistic skill. Our modern curriculum is rooted in tradition—for children 18 months to 18 years. We lead students on a joyful journey that fosters critical thinking, synthesis, and creativity. Founded in Seattle in 1980, we are the only Preschool–Grade 12 Waldorf School in Washington. **Our Mission:** Daily we strive to inspire learning, courage, and joy in the developing human being.

Job Summary: The Community Engagement and Events Coordinator will handle all aspects of event planning from event production, coordination, communications, overseeing logistical details and creating and monitoring event budgets. In particular, this role will provide support for or management of all community development opportunities such as -- New Family Welcome, Ice Cream Social, Open Houses and Curriculum Nights, Yearly Festivals, Head of School Coffees, Community Education Events, Special Friends Day Assembly, Volunteer Appreciation, and the Annual Auction.

Key Responsibilities:

- Work with the Advancement Team to coordinate a variety of fundraising, community engagement, volunteer driven, and donor stewardship events throughout the year, including on-site and off-site events. Assist with event logistics, contacting vendors, coordination with faculty and staff, pre-event planning (including creating event invite lists, events plans, invitations, etc.), day of tasks, post-event tasks (thank you letters, database entry, etc.), and managing internal team communication for respective events.
- Community Engagement and Community Association Liaison: Serve as the primary liaison for the CA by attending meetings, facilitating communication, supporting events, and engaging proactively to assist in effectively implementing their goals.
- Attend and assist in coordinating weekend and evening community development and admissions events including event setup and supplies as well as registrations and onsite needs.
- Establish and cultivate community relations by maintaining open and candid dialogue with all of the school's constituencies.
- Performs other duties as assigned.
- Complies with all policies and regulations as put forth in the school's documents.
- Vigorously engages in professional development through In-Service Days, Preview Days, Review Days, and conferences as determined in conversation with the Director of Advancement and Enrollment.

- Because safety and security are everyone's responsibility, takes all necessary and reasonable precautions to protect students, faculty, staff, equipment, materials, and facilities.

Education & Experience:

- 3+ years' experience in customer service, events management, or community development field
- Experience in an independent school setting; Waldorf school preferred
- Bachelor's degree from an accredited four-year college or university preferred

Required Knowledge, Skills, & Abilities:

- Ability to work efficiently in a Microsoft Windows or Mac environment using Office, Google Suite, common automated systems for record keeping, and confidently learn new technology, particularly databases
- Excellent written and verbal communication skills
- Event coordination experience and ability to work with a variety of constituencies.
- Familiarity with database entry and report creation; experience with Blackbaud preferred.
- Ability to work in a hands-on team environment and communicate effectively with all levels of faculty, staff, students and parents/guardians.
- Strong interpersonal skills and facility in dealing with various constituencies in the school community.
- Strong organizational skills.
- Ability to exercise diplomacy which involves multitasking and maintaining confidentiality.
- Demonstrate a commitment to diversity, equity, and inclusion and actively promoting anti-racism in education.
- Desire to work as part of a team as well as independently on tasks.
- Ability to lift up to 30 pounds.
- Ability to travel locally (field trips).

Salary Range: \$50,000–\$55,000 per year.

Benefits: Please see our [Benefits Summary](#) which outlines the generous insurance, leave, and other benefits provided for SWS Administration

To Apply: Interested candidates should respond immediately by email with a letter of interest, resume, and [employment application](#), available on the school website at: <http://www.seattlewaldorf.org/careers/>

Thank you for your interest in Seattle Waldorf School and this position. Position open until filled. No phone calls or drop-ins please. www.seattlewaldorf.org