



GRACE INTERNATIONAL SCHOOL

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JOB DESCRIPTION

Job Title: Events Coordinator

Category: Full Time/ Thai

Division: Operations

Reports To: COO

PURPOSE OF POSITION

The Events Coordinator will provide logistical support for on-campus events. She/ He will coordinate between the event host, Facilities and other Operational Divisions to ensure the event meets requirements, is properly reserved, and is sufficiently prepared.

GENERAL QUALIFICATIONS

- Is a mature Christian
- High School diploma required. Bachelor's degree in hospitality or other relevant fields is preferred.
- Ability to learn and work with Google Apps, such as Gmail, Calendar, Docs and Sheets.
- Good English writing and communication skills, verbal and written.
- At Least 600 TOEIC score test required.
- Is self motivated and can work flexible hours.
- Can lead a small team.
- Can delegate responsibilities to the team.
- Can multitask.
- Is a model of the GIS Core Values of being Christ-centered, caring for the students, and having a commitment to excellence

CHARACTER QUALIFICATIONS AND EXPECTATIONS

- Develops and maintains positive and healthy relationships
- Is culturally sensitive and can adapt cross-culturally.
- Models integrity and honesty.
- Addresses and deals effectively with conflict when it arises.
- Has the ability to work in a collaborative way with diverse personalities
- Models a consistent walk with Jesus Christ in attitude, speech, and actions.
- Submits respectfully and demonstrates loyalty to authority.
- Represents the school in a favorable and professional manner.
- Goes directly to the person/s concerned when questions and problems arise.

GENDER STATEMENT

- We believe in the historic biblical view of marriage. For those who choose it, marriage reflects God's best when it is a lifelong commitment between one man and one woman. (Mark 10:1-12)
- We believe singleness, for those who choose it, is a gift to be celebrated and supported within the GIS community. Those called to singleness experience the rich benefits of a life focused on God. (I Cor. 7)
- We believe in the historic biblical view of gender identity. We believe humans are created to be uniquely male and female, each created in God's image.(Gen. 5:2, Mt. 19:1-12). When men and women live out of these God-ordained identities, humanity flourishes. (Gen. 1:27-28) Alternative identities, behaviors, and lifestyles lead away from the knowledge of God and life. (Romans 1:18-32)

PROFESSIONAL CONDUCT

As professionals, employees at GIS will be expected to:

- Support GIS's Statement of Faith, Christian Unity Statement, Christian Conduct and Moral Purity Statement, Philosophy of Education, Abuse, Neglect, and Harassment Prevention policy, and all other written policies and regulations.
- Abide by the decisions of the Board of Trustees and the administration.
- Refrain from discrediting the ability or conduct of other GIS colleagues and seek to support one another in all issues.
- Keep all matters regarding a colleague or student confidential.
- Be familiar with and abide by all policies outlined in the Personnel Handbook; and, as applicable, the Parent, Student, and Member Organization Handbook.
- Respect the local traditions and customs of Thailand.

GIS reserves the right to discipline any staff member for behavior at any time that would bring reproach upon the school.

MAIN TASKS AND RESPONSIBILITIES

- Process and evaluate event requests using established criteria
- Keep Event Request Forms updated and current, ensuring everyone has the most recent version to use.
- Create, edit, and update Events request criteria as needed.
- Manage and communicate scheduling conflicts with the appropriate event stakeholders.
- Ensure the space requested is set up and clean.
- Enter and edit the events in the appropriate calendars.
- Manage the room booking calendars.[1]
- Keep quantifiable metrics of event planning for future planning purposes
- Work directly with the Activities Coordinator to develop best practices and record lessons learned
- Coordinate with the event host regarding setup and manning needs.
- Use available in-house resources from neighboring divisions following an established protocol.
- Develop better ways of serving the community using an attitude of constant improvement.
- Provide input to Activities Coordinator and Director of Operations to help maintain a balanced, accurate budget
- Maintain and update current inventory of all Events-owned gear, equipment, and items
- Ensure Events storage unit is clean and accessible.
- Help develop training plans for volunteers and students to have knowledge to use Events-owned equipment for any event where Events personnel will not attend.