
Special Events Associate

OVERVIEW

Emerson School is seeking a part-time (26 hours/week) Special Events Associate. This position is responsible for leading, organizing, and arranging the public and community events of the School, ensuring that the goals of each event are fully met.

This person is responsible for the following events:

- Auction
- Admissions events
- Alumni events

Additional duties:

- Prepare and maintain spreadsheets, files and materials associated with all events and projects.
- Collaborate with the Advancement Associate in record-keeping and reporting (Greater Giving/Abila).
- Collaborate with Admin. and Development staff for special events as needed.
- Ensure that appropriate thanks and recognition are provided to donors, volunteers, participants, faculty and staff.
- All other admissions and development outreach and appreciation events as determined by the Director of Development and Director of Admissions.

How to apply:

Interested candidates should send a cover letter and résumé to Kelly Richardson at krichardson@emerson-school.org.

ABOUT EMERSON SCHOOL

Emerson School is an independent K-8 school for gifted and for academically talented students located in Ann Arbor, Michigan. Our mission is to provide a whole child, multiple method approach to instruction for gifted and for academically talented students. The School is accredited by the Independent Schools Association of the Central States (ISACS), and is a member of the National Association of Independent Schools (NAIS) and the Council for Advancement and Support of Education (CASE).

An Equal Opportunity Employer

Emerson School is committed to equal employment opportunity and nondiscrimination in all aspects of employment, including recruitment, hiring selection, compensation, benefits, transfer, promotion, training, discipline, and all other terms, conditions, and privileges of employment. Employment-related decisions and access to programs administered under the auspices of Emerson School shall be made without regard to an applicant's or employee's race, color, national origin, ethnic origin, religion, gender, height, weight, marital status, disability, veteran status, age, sexual orientation, pregnancy (including childbirth or related medical conditions) or any other basis prohibited by federal, state or local law.

