



## OPERATIONS AND EVENTS COORDINATOR JOB DESCRIPTION

**Location:** Chapel Hill, North Carolina

**Supervisor:** Chief Operating Officer

**Travel Requirements:** Limited

### ABOUT COLLEGE ADVISING CORPS

College Advising Corps (CAC) is an independent non-profit organization that works to increase the rates of college enrollment and completion among low-income, first-generation college and underrepresented high school students. We do this by placing well-trained, recent college graduates from our 25 partner universities as full-time college advisers in high schools across the nation. We believe that every student deserves the opportunity to enter and complete higher education and are committed to supporting students as they navigate the complex processes of college admissions, matriculation, and securing financial aid.

### POSITION SUMMARY

The Operations and Events Coordinator will be responsible for creating and maintaining the necessary systems and processes to support the day-to-day operations of the CAC national office during a critical period of organizational growth. Additionally, this individual will support the planning and execution of several important events, including CAC's annual Adviser Summit (700+ attendees) and Program Director Retreat (60+ attendees). The Operations and Events Coordinator will gain valuable exposure to all aspects of operations within a large, national nonprofit organization. This unique opportunity is ideal for a detail-oriented person interested in strengthening their operational and project management skills in an entry-level role.

### DUTIES AND RESPONSIBILITIES

**Operational Effectiveness:** Establish office systems and procedures to encourage greater communication and efficiency among team members. Oversee the creation and management of various operational tools, including organizational charts, a master calendar, and internal communications systems. Support the reorganization and ongoing management of CAC's shared drive. Promote staff satisfaction and inclusion by helping to reinforce an office culture that fosters collaboration, appreciation, and celebration.

**Office Management:** Serve as the primary contact for CAC's national office, managing external inquiries via phone and email from partners and others interested in our work. Ensure that staff members have the appropriate materials and supplies to be effective in their work, addressing general office and administrative needs. Oversee the allocation and maintenance of national office assets, including computers, telephones, printers, and other equipment. Coordinate with CAC's

primary IT contact to address ongoing tech requests from staff.

**Event Logistics and Support:** Work closely with CAC's contracted event planner to support the oversight of all event-related logistics for the organization's annual Adviser Summit (typically held in late fall). Provide direct logistical support for CAC's annual Program Director Retreat (typically held in mid-to-late spring) and other events. For all CAC events, manage relationships with various vendors, including hotels, A/V teams, photographers, and food providers. Oversee the creation of rooming lists, catering orders, and event collateral (including t-shirts, swag, programs and handouts, attendee nametags, etc.). Draft and send communications to event attendees. When applicable, manage event setup and cleanup. Provide extensive on-the-ground event support.

**Executive Support:** Provide high-level administrative support to the Chief Operating Officer. Assist with the planning and execution of staff meetings, retreats, and other internal gatherings. Draft agendas, handouts, and meeting-related communications. Participate in and/or oversee other projects as requested by the Chief Operating Officer or other members of the senior leadership team.

## QUALIFICATIONS AND EXPERIENCE

The Operations and Events Coordinator will be a highly motivated self-starter with a bachelor's degree and 2-3 years of work experience. The ideal candidate for this position will possess the following qualities and attributes:

- Culture- and mission-driven – extremely passionate about CAC and increasing opportunity for all students;
- A can-do attitude and willingness to go the extra mile in service of our mission;
- An unwavering commitment to executing with excellence;
- Exceptional customer service skills and commitment to representing CAC with enthusiasm, warmth, and professionalism;
- Event planning experience, preferably for groups both large (500+) and small (<50);
- Outstanding written and oral communication skills;
- Excellent organizational, critical thinking, and problem solving skills;
- Experience improving processes and streamlining systems to maximize efficiency;
- The ability to thrive in a fast-paced, do-it-yourself, start-up environment;
- The capacity to multitask and manage multiple projects and assignments, often with competing deadlines;
- Experience using various collaborative programs and platforms, including Slack and Google drive; and
- Proficiency with Microsoft Office, particularly Word, Excel, and PowerPoint.

## COMPENSATION AND BENEFITS

CAC offers a salary and benefits package competitive with other organizations of our size, which includes full health and dental coverage, a matching 401(k) plan, and four weeks of vacation plus sick leave and national holidays.

## HOW TO APPLY

Please email your resume and a cover letter to [HR@advisingcorps.org](mailto:HR@advisingcorps.org), noting "Operations and Events Coordinator" in the subject line. Cover letters can be addressed to Rebecca Cullen, Chief Operations Officer. In your letter, please speak directly to your experience and interest in working with our organization. Applications without a cover letter will not be considered.

College Advising Corps is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, gender identity/expression, national origin, disability, protected veteran status, or any other characteristic protected under federal, state or local law, where applicable. College Advising Corps is an E-Verify Employer.