



HELLENIC COLLEGE

HOLY CROSS GREEK ORTHODOX SCHOOL OF THEOLOGY

50 Goddard Avenue, Brookline, MA 02445 • (617) 731-3500 • fax (617) 850-1460 • www.hchc.edu

Full-time Position: *Events Manager*
Reports directly to: Maliotis Assistant Director
Organization: Maliotis Cultural Center of Hellenic College Holy Cross

About Maliotis Cultural Center

The Maliotis Cultural Center is a center established by the late Costas and Mary Maliotis to promote Hellenic culture and language by producing, sponsoring, and hosting a variety of programs and events. Maliotis operates under Hellenic College Holy Cross Greek Orthodox School of Theology in Brookline, Massachusetts.

Job Overview:

We are seeking a skilled Events Manager to join our team and help plan and execute a variety of events, ranging from corporate meetings and academic lectures to conferences and other social events. The ideal candidate should have excellent organizational and communication skills, as well as a keen eye for detail, and be able to work in a fast-paced environment. The Events Manager will be responsible for coordinating all aspects of events, including scheduling, logistics, vendor management, budgeting, and client communication. The Events Manager will report directly to the MCC Assistant Director and be responsible for the planning and executing and reporting of Maliotis Cultural Center events and Hellenic College Holy Cross Events. Through this position, the assistant will gain experience in project and task management, hospitality, and will gain first-hand experience as to the inner workings of a vibrant ministry in the Hellenic and Orthodox worlds.

Key Responsibilities:

- Plan, coordinate, and execute MCC and HCHC events from start to finish, ensuring they are completed within budget, on time, and to the client's satisfaction, under the direction of the MCC Assistant Director
- Develop detailed event overviews and timelines, budgets, and checklists to ensure all details are accounted for and executed properly.
- Identify and negotiate with vendors to secure event space, catering, transportation, accommodations, equipment, supplies and decoration, and other necessary items for the event.
- Work with clients to understand their needs and preferences, and provide creative solutions to make their event a success.
- Manage event registration, including tracking RSVPs, sending confirmations, and managing attendee lists.
- Communicate with event staff, IT, Maintenance staff, student workers, vendors, and clients before, during, and after the event to ensure all parties are in sync.
- Identify potential event risks and develop contingency plans to address them.

- Provide on-site event management, coordination and presentation, including overseeing set-up and breakdown, managing student workers, handling any issues that may arise, and presenting speakers or moderating events.
- Maintain accurate and up-to-date event records, including financial data, contracts, and other relevant information.
- Conduct post-event evaluations to gather feedback and identify areas for improvement.
- Manage a team of 7-10 work study students; oversee the hiring and training, and create a weekly work schedule and task lists.
- Write and edit event promotional materials and summaries.
- Oversee printing and posting of flyers and promotional material around campus.
- Oversee multiple calendars including HCHC events, meetings, and room reservations, and MCC events, meetings and room reservations.
- Respond to event inquiries and manage the HCHC Events email.
- Keep files and documents organized and up to date including shared drives.
- Populate a bi-weekly Events e- newsletter.
- Take care of ad-hoc operational tasks including managing contracts with outside vendors and contractors.

This is a hands-on position. The incumbent must have the flexibility to work evenings and weekends as required.

Qualifications:

- Bachelor's degree in Event Management, Hospitality, Marketing, or a related field.
- At least 2 years of experience in event planning or coordination.
- Excellent communication and interpersonal skills.
- Strong organizational skills and attention to detail.
- Ability to work in a fast-paced, deadline-driven environment.
- Proficiency in Microsoft Office and event management software.
- Ability to work flexible hours, including evenings and weekends.
- Knowledge of event industry trends and best practices.
- Experience in Greek and Orthodox work environments preferred
- Driving ability
- Proficiency using Canva, Flodesk and Mailchimp, Gmail and other Google applications, as well as online content management forms
- Graphic design skill and flier creation ability.
- Strong knowledge of all MS Office Programs – in particular, Word, Excel and Publisher, and familiarity with Asana
- Strong command of grammatical English and writing ability
- Able to keep up with many emails
- Able to project track, multi-task, and work collaboratively; Deadline oriented.
- Strong client service and leadership skills; Ethical.

- Friendly, accountable, and eager to learn; good team player.

Language Skills:

- English required; Greek a plus.

Compensation: Commensurate with experience

This is a full-time salaried position with a benefits package which includes immediate participation in a group healthcare plan, company paid dental, life insurance, short term and long term disability and immediate eligibility to participate in the company's 403 B retirement plan.

Selection for the position will also require a background check in order to be in compliance with our campus Youth Safety Program.

Interested candidates should submit their cover letter and resume via email to resumes@hchc.edu

Hellenic College Holy Cross is a Christian Orthodox four-year liberal arts college, seminary and graduate school of theology rooted in the Greek Orthodox tradition. For more information about the School visit <https://www.hchc.edu/>

Hellenic College is an equal opportunity employer. A diverse workforce and an inclusive culture is valued.