*Special Events and Digital Communication Coordinator*

*P.G. Chambers School, a private non-profit school and therapeutic service organization serving students with complex disabilities, located in Cedar Knolls, NJ, seeks a full-time event planner and social media professional.* In this position, the person would be responsible for managing three fund raisers, Golf, Menus, and 5k Community Day which combined net $200k and manage other cultivation and stewardship events to build community and recognize supporters. In addition, this position will co-lead the development and implementation of a comprehensive social media strategy. The candidate will join a staff of three and will be an integral member of the development team. *Our ideal candidate*

* *Bachelor degree and/or relevant experience*
* *minimum of two years of event planning experience and working with volunteers*
* *excellent administrative, organizational and time management skills*

*ability to manage multiple priorities*

* *layout/design skills*
* *strong social media skills*
* *knowledge of Raisers’ Edge software a plus*
* *professional acumen and desire to work both independently and as part of a team.*

*Compensation will be competitive and commensurate with the successful candidate’s experience. P.G. Chambers School is an Equal Opportunity Employer*

*Position available immediately. Interested candidates should forward a cover letter, resume, three references and salary requirements to:*

 *P.G. Chambers School*

 *15 Halko Drive*

 *Cedar Knolls, NJ 07927*

*Attn: Rose Bolash*