



INTERNATIONAL SCHOOL SUVA

World Class Citizens ~ Life Long Learners

Events and Marketing Coordinator

Position: Events and Marketing Coordinator

Reporting to: Head of School/Principal

Key roles and responsibilities:

- Marketing and Branding
 - Develop and execute comprehensive marketing strategies to build and strengthen the VAI brand identity.
 - Facilitate Procurement of School Merchandise for promotions and sale.
 - Ensure that School complies with the Branding of all its merchandise.
 - Establish clear processes regarding the sale, distribution, pricing, and use of school merchandise in consultation with the Head of School.
- Event Planning and Coordination:
 - Plan, organize, coordinate, and direct various school events.
 - Liaise with Heads of Primary and Secondary School for the use of facilities such as the Multi-Purpose Hall, Amphitheatre, auditorium, and Breezeway.
 - Obtain assembly programs at least two weeks before events and brief the Maintenance Supervisor and sound and lighting technician on technical requirements.
 - Purchase necessary equipment for events in consultation with the Head of School.
 - Organize facilities and manage all event details, including décor, catering, invitee lists, RSVPs, programs, and promotional materials.
- Event Management and Alumni:
 - Conduct final checks on the day of events to ensure all aspects meet standards.
 - Oversee event happenings and address any issues that may arise.
 - Remain on site after events to ensure proper clean-up.
 - Managing a strong and engaged alumni community, contributing to the overall success and reputation of the institution.
- Inventory Management:
 - Manage the inventory of all Multi-Purpose Hall equipment and furniture.
 - Record any borrowing within the school and ensure proper return.
- Teacher Only Day and Special Functions:
 - Assist in organizing Teacher Only Day arrangements and other special teacher functions.
- Administrative Duties:
 - Maintain organizational files (either electronic or paper) by keeping records on event activities updated and in order.
 - Take photos during events and school activities as and when required.
- Other Duties:
 - Perform any other duties assigned by the Head of School.



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Qualifications and skill sets:

- Applicants must have at least a Diploma in Marketing, Event Management, Business Administration, or a hospitality-related field with at least 2 years of experience.
- Must have excellent communication skills - both written and verbal.
- Must have strong organizational and coordinating abilities.

Applications are to be submitted with a cover letter, resume and 2 recent written reference to the Human Resources Manager on email hrm@iss.school.fj

Application closes on 26 July, 2024