



**Position:** *Coordinator, Program & Event Planning*  
**Reports to:** *Vice President, Program & Event Planning*  
**Location:** *Gardena, CA*  
**Classification:** *Exempt*

### HSF Mission

HSF empowers families with the knowledge and resources to successfully complete a higher education, while providing scholarships and support services to as many exceptional students as possible.

### Operations Department Mission

The HSF Operations Department champions and defends HSF's commitment to being a leading and sustainable world class organization.

### Accountabilities of the Position

The Coordinator, Program & Event Planning, assists with the planning and execution of HSF Scholar Conferences, supports all functions of the Program & Event Planning team, and assists the Operations Department, as needed.

### Competency

#### Knowledge

- Knowledge of best practices related to event planning and execution, including but not limited to strategic planning, logistics, audience engagement, and troubleshooting
- Knowledge of community programming and university events industry

#### Skills & Abilities

- Thrives in a fast-paced, high performance, team-oriented, work environment
- Ability to effectively manage multiple tasks/projects and meet strict deadlines
- Exceptional and demonstrable leadership, interpersonal, and communication skills
- Must demonstrate sound judgment, integrity, and ability to maintain confidentiality

### Credentials/Experience

- Bachelor's degree from an accredited university
- At least one (1) year of experience in event planning, community organizations, and logistical execution
- Proficiency in Microsoft Word, Excel, and PowerPoint is required
- Knowledge of Zoom, Asana, mass email marketing systems, Salesforce, and Adobe Illustrator, a plus
- Fluency in Spanish (written and conversational), a plus

## Commitment Expectations

- Flexible to work weekends and/or extended workdays, as needed
- Flexible to travel up to 50% of the time for meetings, presentations, and events, as needed
- While performing the duties of this job, the employee is regularly required to sit or stand for extended periods of time and occasionally lift no more than 35 pounds

## Disclaimer

All responsibilities for this position are not included and may be adjusted over time with or without notice. Benefits provided may also be adjusted over time with or without notice. HSF is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, pregnancy, sex, sexual orientation, gender identity, national origin, genetic information, marital status, disability or veteran status.

**To Apply: Email résumé and cover letter to [employment@hsf.net](mailto:employment@hsf.net)**