



DIRECTOR OF EVENT MANAGEMENT

Ozark Catholic Academy

Details

Posted: January 6, 2025

Location: Tontitown, Arkansas

Type: Full Time

Required Education: B.A. or B.S. Degree in a related field

Pay Range: \$53,600 to \$83,380 plus Benefits

Job Summary

Ozark Catholic Academy is an independent Classical Catholic co-ed school founded in 2018 serving grades 9-12. With its current enrollment of 109 students, Ozark Catholic serves a diverse set of students coming from a 3-county radius, in beautiful Northwest Arkansas, one of the nation's fastest growing areas. More information about the school can be found at www.ozarkcatholic.org and about Northwest Arkansas www.arkansas.com/regions/northwest.

We are seeking a passionate and dedicated Director of Event Management to start by July 1, 2025. The ideal candidate will have at least a B.A. or B.S. in a related field and experience as a leader in event planning, scheduling, or budget management. As the Director of Event Management, you will be responsible for the full execution of fundraisers, student-led events, school-based events, community engagement events, alumni relations, vendor relations, event promotion, and directing teams of volunteers. A high proficiency in Google applications is preferred. The Director of Event Management is a member of the Administrative Leadership Council.

Interested candidates should apply, with a resume, directly to Robbie Estes, Ozark Catholic Academy President at Robbie.estes@ozarkcatholic.org.

Ozark Catholic Academy is an equal opportunity employer and complies with all federal, state, and local laws, which prohibit discrimination in employment.