



Events and Stewardship Coordinator

Part-Time (25 hrs/week) / Hourly, Non-Exempt / On-Site

Compensation: \$35- \$40/hour

Reports to: Director of Advancement and Communications

About Chartwell

For more than 40 years, Chartwell School has served students with dyslexia and related learning differences — an exceptional population whose potential we strive to unlock. Students arrive doubting their own minds and leave understanding that the way they think isn't a limitation — it's a genuine strength. For many families, that shift changes the course of a life.

Our strengths-based, whole-child approach centers on structured literacy — the science of reading — paired with support for executive function and social-emotional growth. Grounded in a research partnership with UCSF's Dyslexia Center and extended through the Chartwell Teaching Institute's work training educators across the region, Chartwell operates as a center of excellence in this field, set on 60 acres in Seaside, California.

And underneath all of it is a community: 160 students in grades 1–12 and 60 faculty and staff who bring deep expertise along with kindness, respect, and joy to the work — united by a shared belief in the potential of every child we serve.

Position Overview

The Events & Stewardship Coordinator provides hands-on administrative and logistical support for donor stewardship and school events — acknowledgment letters, event setup, spirit store fulfillment, and day-to-day communication with parents. The 30 weekly hours can be scheduled flexibly, though certain dates and times—particularly around events—are fixed and non-negotiable.

Donor Stewardship

- Prepare and send timely, accurate acknowledgment letters to donors.
- Track acknowledgment status to ensure no gift goes unrecognized.
- Send personal gestures on behalf of the school marking significant life events for donors and families, including but not limited to birthday cards, sympathy notes, flowers, and new baby congratulations.

Event Support (including, not limited to)

- Manage event RSVPs and guest lists.
- Manage the events calendar, keeping dates, logistics details, and scheduling current for the advancement team.
- Prepare nametags for events.
- Coordinate flowers and event decor.
- Set up food and refreshments for events.
- Support event cleanup and breakdown.
- Communicate with faculty and IT on event-related needs, including but not limited to room bookings, tech setup, and schedule coordination.
- Run event-related errands as needed.

Thrive and Shine (Chartwell annual fundraising event) auction support:

- Provide auction support, including but not limited to organizing and tracking auction items.
- Work within the OneCause event management platform to update auction listings and pull reports.
- Deliver auction items to and from donors and vendors.

Spirit Store Fulfillment

- Manage spirit store order fulfillment, including processing orders, refunds, delivery, and returns.

Mailings & Distribution

- Manage outgoing mailings and shipments for the advancement office, including but not limited to beginning-of-year student t-shirt distribution.

Parent Communications & Logistics

- Support day-to-day communications with parents, including responding to inquiries and coordinating logistics.
- Assist with general administrative and logistical tasks as needed.

Other

- Perform other duties as assigned by the Director of Advancement and Communications.

Qualifications

- Prior administrative, events, or customer-facing experience preferred.
- Strong attention to detail and accuracy, especially with donor-facing correspondence.
- Reliable, organized, and comfortable managing recurring tasks independently.

- This is a physically active role, especially on event days — expect extended periods of standing and walking, along with lifting and carrying event materials such as table linens, centerpieces, auction items, boxes of merchandise, and folding tables and chairs (up to 40 lbs).
- Available for occasional evening and weekend work to support events.
- Genuine interest in Chartwell's mission of educating students with learning differences.

Chartwell School provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Chartwell School will provide reasonable accommodation to qualified individuals with disabilities to enable them to perform the essential functions of this role. Please let us know if you need an accommodation during the application or interview process.