

# EVENTS COORDINATOR

## *Job Description*

### ***Position Summary***

The Events Coordinator at Christ Central Church works directly with the Operations Director and Communications Director to develop and execute church-wide and external events. This role serves the church by creating opportunities for connection within the church family. The ideal candidate has excellent planning and communication skills and is passionate about extending hospitality and welcoming people into the Christ Central Church family.

### ***Position Details***

Part-time (5-10 hours per week), includes several nights and weekends as needed

### ***Responsibilities***

- Event planning and management
- Plans and executes all-church events considering the church's vision and mission, budget, staffing, and facility use
- All-church events include: Christmas and Easter events, conferences, picnics and socials, and classes
- Acts as a liaison for the church, coordinating with all outside speakers, vendors, and parties
- Manages external events such as weddings, funerals, special events, etc. Coordinates with all parties involved and serves as the day-of point person.
- Collaborates with the Communications Director around promotion of the events.
- Effectively manages the events budget
- Help as a consultant with other individual ministries as needed for their events

### ***Qualifications***

- A sinner saved by grace.
- Exemplary character as exhibited in 1 Timothy 3 and Titus 1.
- Passionate about the vision and mission of Christ Central Church. Membership at Christ Central Church is a requirement, though not a prerequisite.
- Excited about our staff values – camaraderie, collaboration, and prayerfulness.
- Gifted in leadership, logistics, administration and financial management
- Ability to plan multiple events at once while collaborating with all other parties involved
- Self motivated and able to think ahead in planning and executing
- Excellent written and verbal communication skills
- Experience in event planning and management preferred
- Experience coordinating staff/volunteers



**CHRIST CENTRAL CHURCH**