



EVENTS ASSOCIATE JOB DESCRIPTION

Job Title: EVENTS ASSOCIATE
Supervisor: Communication & Events Director
Level Level 4 – Support Staff

SUMMARY

The Events Associate will assist the Communication Director to help fulfill the mission of Second Baptist Church in its vision to become Kingdom First, Second Strong.

The Events Associate will be responsible for coordinating the scheduling and oversight of any event on the physical properties of Second Baptist Church.

EXPECTATIONS:

1. We expect you to maintain Scriptural Integrity by having a close biblical relationship with God.
2. We expect you to maintain Transformational Ministry in your home with your spouse and family.
3. We expect you to maintain appropriate Relational Authenticity with members of Second Baptist Church.
4. We expect you to maintain an Open Hearted Hospitality towards those outside the church.
5. We expect you to lead and steward our events with Next Steps intentionality to the Glory of God.
6. We expect you to lead in Generosity as a Biblical tither to Second Baptist Church.

QUALIFICATIONS AND CHARACTER TRAITS:

1. The Events Associate should love Jesus with all his or her heart, should strive to lead a Godly lifestyle, and should maintain healthy relationships within the staff.
2. The Events Associate should have at least 2-3 years of experience in project management, event planning, or facilities supervision or comparable experience. A Bachelor's Degree in a planning or management field or a comparable degree is preferred. Extensive experience in facilities oversight or event planning without the preferred degrees will be considered.
3. The Events Associate should have strong people skills, be a team player and be a proficient multitasker who is detail-oriented.

RESPONSIBILITIES

Support the Communication & Events Director by coordinating the events management of the church.

PROGRAMMING & STRUCTURE

- Assisting staff and congregants in the scheduling of events at the church
- Providing event management as needed
- Assuring communication among the staff regarding the scheduling of events
- Working with the communications team to assure all internal and external communications regarding events are executed
- Supervising the set up and break down of events
- Coordinating with the housekeeping and maintenance of the church to assure events are properly cared for
- Managing the event scheduling system to assure there are no conflicts
- Collaborating with staff on the planning and needs for events
- Identifying cleaning and maintenance needs
- Assisting the Facilities Team in identifying future budgetary needs for the physical property and fixtures
- Communicating budgetary needs for events to the appropriate ministry area
- Other duties as assigned by the Communications & Events Director, and/or the Administrative Minister