

Job Description

Title: Events Coordinator

Reports To: Leadership Training Leader

FLSA Status: Non-Exempt

Prepared By: Sherri Miles

Ministry: Training and Development

Classification Grade: T-3

Approved By: Chris Short/Jolene Morley

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ESSENTIAL ORGANIZATIONAL VALUES

- **As an Individual Leader:** The Events Coordinator is responsible for taking the leadership of all ministry functions they oversee, for living out Real Life's Organizational Values and 7 Ministry Essentials personally and ensure their leadership and oversight of the ministries they oversee also embody and are living out Real Life's Organizational Values and 7 Ministry Essentials, and for the effective execution of the Essential Job functions of this role as detailed below.
- **As a Team Member on the Adult Discipleship Team and Real Life Ministries Staff Team:** The Events Coordinator has a responsibility to collaborate as a team member on their immediate team as well as the Real Life Ministries Staff Team as a whole to accomplish church-wide objectives and goals, Adult Discipleship Team objectives, and goals for their immediate team. They are responsible for removing obstacles that would hinder collaboration and cooperation across different ministries.

JOB SUMMARY

The Events Coordinator is responsible for the planning & execution of events associated with the Adult Discipleship Ministry (ADM: *Life Groups, Men's, Women's, Real Life University, Family Ministry & Leadership Development*)

1. Primary Responsibilities (80 %)

- Planning and executing key ADM events in collaboration with staff and appropriate volunteer teams, including, but not limited to: conferences, retreats, trainings, outreach events.
- Event Planning & Execution Components (depending on scale of event):
 - Creating a proposal of event to be reviewed by ministry leader and/or Executive Team
 - Creating and/or working with a volunteer Event Team to plan and execute
 - Develop a budget to meet desired financial goals of events
 - Create a marketing game plan to reach desired attendance outcomes
 - Work with Communication Team for churchwide marketing if needed.
 - Plan for ongoing tracking of ticket sales
 - Collaboration with Graphic Coordinator for development of promotional, signage, apparel and printing needs.
 - Travel coordination and planning for guest speakers and conferences
 - Pre-planning of Order of Service and coordination of Audio/Video components working with Creative Arts
 - Create day-of action plans including set-up plan, run sheet & tear-down plan.
 - Coordinate all food & beverage service as needed.
 - Training and coordination of event volunteers

2. Team Function (20%)

- Attend staff meetings for training and development
- Collaborate with Real Life staff and Ministries
- Help with a variety of duties as needed

PERSONAL QUALIFICATIONS

Education & Experience

- Experience in the planning and execution of events.

Spiritual Gifts

- A strong composition of many or all of the following spiritual gifts: administration, helps, hospitality, and service

People Skills

- Able to think on their feet, put things together fast, change course quickly, and create amazing experiences despite constant change.
- Good listener
- Must be level-headed, treat everyone with respect, no matter what. Try to remain cool, calm, and collected when dealing with other people
- Successfully work with a wide range of people, to relationally resolve conflicts, be a confident but pleasant negotiator, and maintain your sense of humor.
- Must be approachable
- Resilient
- Adaptable
- The ability to stay calm under pressure and be the voice of reason

Skill Set

- Organization and managing details is key. Must be able to keep on top of To Do lists, spreadsheets, checklists and manage multiple calendars.
- Must be able to think on their feet, put things together fast, change course quickly, and create amazing experiences despite constant change
- Must be a self-starter and able to work independently with little supervision
- Must be able to follow policies and procedures but possess the ability to use discretion when non-routine situations arise
- Must be able to handle conflict in a biblical manner
- Must be a good problem solver and an intuitive thinker. Needs to take initiative to anticipate potential challenges and issues.
- Comfortable giving direction to staff and lay leadership
- Ability to initiate, plan and manage projects and meetings
- Appropriately handle sensitive and confidential information and situations
- Ability to focus on details, prioritize and meet deadlines
- Familiarity with ServiceU event management applications a plus
- Proficiency with the Internet, Microsoft programs (Outlook, Word, Excel), and other computer based technologies
- The ability to focus on the big picture while keeping track of all the little details
- Able to have a Plan B, C, and D

Spiritual Development

- Demonstrates a stable, mature Christian walk, reflecting the fruit of the Spirit (Gal 5:22-23)
- Must be a member or willing to become a member of RLM and work under the direction of the Elders and Senior Staff

Ethics

- Has a good work ethic, meets deadlines, is organized, can be trusted, uses time wisely, dresses appropriately.
- Can balance between being a self-starter and not being afraid to ask questions and receive further direction.

Passion/Calling

- Must be passionate and bring energy, creativity, drive, and excitement to the table
- Willingness to work behind the scenes and invest in a disciple making team

- Passionate about and living out the vision and mission of Real Life Ministries

SPECIFIC ASSIGNMENTS

1. Manage events within the church calendar/seasons calendar and use of RLM resources, including facilities and support staff for ministries.
2. Ability to utilize Service U event planning application
 - Manage the event workflow process for approve of ministry events
 - Enter ministry events, room requirements and related details into system
 - Help create and manage registrations in ServiceU and other applications
 - Create room layouts and upload into ServiceU as needed
3. Organize and manage special events and meetings
 - Act as a liaison between Maintenance staff, Audio/Visual teams, ministries and support staff
 - Create and stick to project budgets
 - Plan menus, as needed
 - Recruit and coordinate volunteers for events
 - Coordinate with outside vendors (catering, books, materials, etc.)
 - Purchase and pickup supplies with potential for heavy lifting
 - Conduct pre, during and post event detailed plans and follow-up reports feedback to respective ministries and contacts
4. Act as travel agent for certain events (book travel and lodging, etc)
5. Organize and track inventory of event-related items (table cloths, décor etc).
 - Ensure that items are cleaned and stored properly.
6. Hospitality
 - Ensure coffee and food is purchased, prepared for All Staff Trainings
 - Be available to serve as a host to guests and VIPs if we invite outside guests to speak
 - Recruit and coordinate volunteers for kitchen teams
7. Participate in the development of new event policies and procedures as needs arise
8. Other duties as assigned

GENERAL ASSIGNMENTS

1. Attendance at weekly staff meetings and other staff functions
2. Must be willing to work odd hours including evenings and weekends

COACHING AND DEVELOPMENT

Specific measures of satisfactory performance, both objective and subjective, will be developed in consultation with the Executive Team Leader & direct supervisor and in harmony with the RLM's vision, mission, 3C's, and 7 Essentials. This document will be part of future coaching and ministry plan development.

Physical Abilities required

- While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. Specific vision abilities required by this job include close vision. Must regularly lift and/or move up to 10 pounds, occasionally lift and/or move up to 25 pounds.

Disclaimer(s)

- The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.
- Real Life Ministries has many volunteer opportunities. As an employee of Real Life Ministries, any time spent during your normal work hours or fulfilling your job description duties for the specific ministry area you are a part of will be considered hours worked and you will be compensated for those hours. If you desire to volunteer in another area of ministry within Real Life Ministries, and it falls outside of your normal working hours, you can do so by filling out a Employee Volunteer Acknowledgement Form and turn it into HR.

Employee Name: _____

Employee Signature _____

Date _____