



## JOB DESCRIPTION

<b>Title:</b> Special Events Coordinator	<b>Status Category:</b> 6
<b>Department:</b> Worship	<b>Staff Category:</b> PT- Seasonal
<b>Supervisor:</b> Craig Crynes	<b>Pay Method:</b> Hourly
<b>Work Hours:</b> As Needed	<b>Job Description Updated:</b> 11/2/2022

### POSITION SUMMARY

Community Christian Church is a vibrant and growing church called to impact our world with the love and message of Jesus Christ. To apply, you must be a Christ Follower, have a heart for ministry, desire to see God's kingdom advance, and be committed to making Community Christian Church your church home, the place where you worship and serve.

Community seeks a Special Events Coordinator to work on a seasonal basis to help with special events. Responsibilities include coordination of the decorating of our campuses for Christmas, organizing our annual Summer Nights at Community events, and assisting with special days - Easter, Christmas, Mother's Day, Father's Day, At The Movies, and other special events throughout the year.

### QUALIFICATIONS

- Christ-follower
- Detail-oriented
- Eye for Decorating
- Think strategically and act decisively.
- Excellent written and verbal communication skills
- Demonstrate a high degree of professionalism, trustworthiness, and integrity
- Coachable and approachable
- Outgoing and friendly personality
- Able to cast vision and lead a large number of volunteers using Planning Center Online/CCB Scheduling

### RESPONSIBILITIES

- Manage, decorate and recruit volunteers to have a successful event.
- Manage the event to oversee accurate set up and tear down and respond to needs that arise during the event.
- Maintain accurate, detailed, and up-to-date records on google drive relative to expenditures, contracts, and correspondence for prior and upcoming events including but not limited to Process List, Promo Plans, Financial Worksheets, Inventory (Supplies, Décor, Food & Beverage, Photos of setup, photos of Event Volunteers and photos of Events.)
- Meet with Ministry Department Leader to brainstorm, create vision discuss any new planning and existing details necessary to carry out the event successfully and in excellence.

- Submit all Event Notifications Forms as well as the processing of revised building and outside grounds usage requests with the Facilities Coordinator.
- Be the point person for all communications for the event.
- Effectively communicate with staff, congregants, volunteers, and the community attendees during the pre-event, during the event and post event.
- Acquire, contracts and certificates of insurance when required for an event to submit to Supervisor or Executive Leadership for review.
- Establishes roles, tasks, and timelines for supporting staff and volunteers.
- Exemplify attention to details, organization and openness to multi-task efficiently when needed.
- Initiate collaboration and build relationships continuously advocating for more Special Events Volunteer signups while always encouraging staff participation.
- Support any guest speakers and or artist needs (Gift baskets, snacks, travel bookings, etc.)
- Survey all staff & volunteers after each event to determine ways to enhance the future experience and MIB.
- Complete all event evaluations and submit event reports and prepare/revise the PL, PP & FW for the next event.

### **PHYSICAL AND OTHER REQUIREMENTS**

- Must be able to lift at least 30 lbs.
- Ability to climb stairs and walk a distance between the Auditorium and NextGen Building and conduct First Impression inspections around the property.

### **EDUCATION**

- A high school diploma or GED equivalent required

### **Employment-At-Will**

All employees of CCC are at will, as such, are free to resign any time without reason. CCC likewise, retains the right to terminate an employee's employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period of time.

No manager, supervisor, or employee of CCC has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as is outlined above and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor. I also understand that the statements herein are intended to describe the general nature and level of work being performed by staff members and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of staff so classified. Therefore, the individual may perform other related tasks.

It is required that all CCC staff members are in agreement with the vision, values, and Statement of Faith of CCC and adhere to the guidelines and conditions for employment as outlined in the Employee Handbook. Those who serve the Lord at CCC are expected to embrace a high biblical standard of personal conduct and lifestyle both public and personal.

Employee Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_