

MOUNT OLIVE LUTHERAN CHURCH

Job Description

Title: Event Coordinator

Classification: This is a part-time hourly support staff position.

Purpose: This position exists to plan, coordinate, and publicize events for the congregation .

Lines of Authority: This position reports to the Senior Pastor.

Principle Duties and Responsibilities:

1. Plan and organize events of all types, in collaboration with leaders from various boards and committees (fellowship, outreach, worship/music, etc.).
2. Recruit and coordinate volunteers to staff events as needed.
3. Communicate regularly with office manager to update the master calendar of events, activities, and meetings.
4. Publicize events externally and internally (newsletters, advertising, social media, etc.).
5. May also be called upon for other related duties or special assignments.

Position Requisites:

1. Must have a love of God and demonstrate a commitment to following the ways of Christ.
2. Must possess excellent organizational skills, with the ability to prioritize in a hectic work environment.
3. Must demonstrate a positive attitude and strong interpersonal skills; experience working with volunteers is also highly desired.
4. Must possess a working knowledge of common office software: Microsoft Office Suite and Outlook are essential.
5. A minimum of 1 year of business/administrative office experience is highly desired, but other applicable experience will be considered.
6. An understanding of social media communication is highly desired.
7. The ability to develop and implement creative solutions is highly desired.

Working Conditions:

Physical Requirements

Able to sit for extended periods of time

Able to lift twenty pounds

Environmental Conditions

Air conditioned and/or heated office setting

May occasionally require work in the community

Equipment Operation

Computer workstation, multi-line telephone, multi-function duplicator (fax/scanner/copier/printer), shredder, and other office machines

Accommodation:

Mount Olive Lutheran Church will provide reasonable accommodation for individuals with disabilities, unless it would cause undue hardship. We define reasonable accommodation as any change in the work environment or in the way a job is performed that enables a person with a disability to enjoy equal employment opportunities. We will make a good faith effort to list any special requirements in our job descriptions.

Recommended by Personnel Committee: 3/25/17

Approved by Congregation Council: 3/30/17