

Job Description – Event Specialist (Student Ministry)

Standard Hours - 29 hours per week. Schedule to be determined. Evening and weekend hours may be required.

Background, Skills and Experience:

- Ability to support multiple people
- Heart for students and their families
- Proactive, self-starter
- Adaptable to change/flexible
- *Can do* attitude
- Ability to handle confidential material in an appropriate manner
- Flexibility to work with creative problem solvers in a team oriented environment
- Strong organizational and follow up skills
- Ability to multitask and work under time guidelines/pressure
- Strong communication (written and verbal) and interpersonal skills
- Ability to adapt to vast array of personality types/spiritual depths
- Strong attention to detail
- Ability to lead others by delegating and training volunteers
- Strong computer skills – highly proficient in Microsoft programs (Excel, Word, Outlook), ability to learn new computer programs (church database – Arena etc.)

Event Specialist Job Responsibilities

1. Provide support to Administrative Supervisor regarding assigned Student Ministry events.
2. Logistics:
 - a. Management of event logistics, to include:
 - i. Food
 - ii. Transportation
 - iii. Set up/tear down
 - iv. Purchasing
 - v. Vendor Selection and management of their services
 - vi. Event location selection
 - vii. Promotional plan and material distribution
 - viii. Number of leaders needed
 - ix. Volunteer Coordination at the event
3. Event Planning:
 - a. Meet with Administrative Supervisor and/or Student Ministry staff to plan event
 - b. Create Blueprint form for each event and attend Blueprint meetings
 - c. Process development for each event, as needed
 - d. Follow procedures for any additional items/issues having to do with the event
 - e. Maintain budget
 - i. Process invoices and expenses
 - ii. Process funds requests
 - iii. Stay within budget allotments

4. Registration:
 - a. Create and manage the registration process for each event
 - i. Track attendance at events
 - ii. Registration Reporting
5. Recruiting:
 - a. Train leaders for their responsibilities at event
 - b. Prepare and maintain files on each event outlining a process for the event and any suggestions for improvement
6. Any additional duties as assigned