

Position Title: Special Events Coordinator
Reports to: Guest Service Ministry Area Leader
Payroll Status: Part-time, hourly

The Basics:

- A growing relationship with Jesus Christ demonstrated in character as outlined in I Timothy 3 and Titus 1
- A humble and teachable spirit born out of personal security in Christ and an understanding of his/her God-given ability
- A life dependent on the Holy Spirit and faith as demonstrated by an active prayer life
- Loves people and Lincoln Berean Church and regularly attends weekend services
- Supports the core beliefs of LBC
- Trustworthy, honest and considers confidentiality a priority

Primary Responsibilities:

- Oversee the routine operation of Section potlucks and other special events throughout the church
- Be a detail-oriented, high-energy, self-motivated, flexible person who is energized by this ministry
- Be the liaison between the ministries to create a culture of collaboration.

The Details:

- Recruit and develop a team of event hosts to serve and oversee details such as:
 - Welcoming guests
 - Food / Supplies (table service/decorations; signage, name tags, etc.)
 - Additional workers
- Meet with ministry areas to determine details of events such as budget, menu, room specifications, etc.
- Coordinate with Campus Ops room reservations and specific needs
 - Prepare room/venue for specific needs
 - Signage
- Kitchen coordination – this position will be the point person for organizing and overseeing ministry needs for use of the main kitchen

Skills:

- Experience with coordinating multi-faceted projects
- Effective at communicating with volunteers both in person and through email
- Experience with Microsoft Word, Excel, and Outlook
- A self-starter with an attention to detail

Bonus Points:

- Frequent changes and interruptions do not fluster you
- You love helping people pull off a great party