



Job Title:	Events Admin Support – All Church	Job Category:	Non-Exempt
Location:	Central Services	Travel Required:	Event-related
Reports to:	Director of Communication	Position Type:	Part Time

Job Summary: Work to present all-church events that are excellent, memorable, and glorifying to God!

JOB DUTIES

- In coordination with church leadership, develop all-church events calendar.
- Maintain and communicate updates and changes to events calendar.
- Manage details for all-church events. Participate in planning meetings.
- Understand event budget and manage to that budget in cooperation with the event leadership.
- Assist with event location searches, venues, and vendors.
- In coordination with event leadership, identify event theme and support development of marketing/communication materials.
- Work with event leadership to identify specific activities that will occur during event.
- Support food planning needs during event.
- Coordinate event set-up and tear-down; support decorating needs.
- Be present at certain events (may include weekends).
- Assist with recruitment and management of volunteers.
- Assist with administrative needs in cooperation with event team including support with expense reporting and invoice management.

SKILLS/QUALIFICATIONS

- Must be an active member of New Life with strong ties to our vision/mission.
- 2 or more years of experience in an administrative office environment with a solid working knowledge of MS office products (Word, Excel, PowerPoint).
- Possesses strong work ethic, leadership skills, and takes initiative. Not intimidated by leading church staff/pastors on a project.
- Event planning experience preferred.
- Strong verbal and written communication skills.
- Ability to deal with diverse personalities demonstrating a servant’s heart, empathy, and compassion.
- Capable of multi-tasking and working under deadlines; strong organization skills, ability to complete tasks quickly, and an eye for detail is required; high level of accuracy required.
- Self-starter with ability to complete projects and finish tasks with minimal direction. Must be able to self-manage time.

Approved By:	Kent Richardson	Date:	11/23/21
Last Updated:	Irene Vasquez	Date:	10/15/21