



<b>Job Title:</b>	<b>Events Admin Support – All Church</b>	<b>Job Category:</b>	Non-Exempt
<b>Location:</b>	Central Services	<b>Travel Required:</b>	Event-related
<b>Reports to:</b>	Director of Communications	<b>Position Type:</b>	Part Time (15-20 hrs/wk)

**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 as project leader for all-church events. Facilitate meetings as necessary.
- Identify event goals; communicate goals of the event to the team (fellowship; community outreach; fundraiser).
- Understand event budget and manage to that budget in cooperation with the event leadership.
- Assist with event location searches.
- 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 a 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.