

# FRIENDS CHURCH

## EVENTS COORDINATOR

PART-TIME 20 HOURS A WEEK

### JOB PURPOSE

**To serve the church and coordinate special events including special speakers, concerts, volunteer and staff appreciation events and other church wide special events in support of the vision, values, and mission of Friends Church.**

### ESSENTIAL FUNCTIONS

Some of the primary duties of the Events Coordinator include:

- Facilitate the creation of meaningful and impactful events as assigned.
- Recruit, train and oversee special events team of staff and volunteers.
- Coordinate the set up and breakdown of church events.
- Serve as the liaison between Friends Church and contractors for special events.
- Facilitate tickets sales or book sales as needed for special events with assistance from the Operations Administrative Assistant.
- Work directly with COO in developing and managing budgets for special events.
- Support the Guest Services Director on “special weekends” or when the GSD is off.
- Assist multi-sites in the launch of their first “special event” for training purposes.

#### ***Some secondary duties include:***

- Attend and participate in all staff Friends Church events, programs, and training.
- Cooperate with Supervision by performing appropriate related duties when assigned or instructed.

### QUALIFICATIONS

**SPIRITUAL:** Must have a vibrant personal relationship with Jesus Christ and a robust heart for ministry. Must hold to the Foundational Beliefs, Mission Statement, and Ministry Values of Yorba Linda Friends Church. Those that serve God on the staff at Friends Church are expected to set a high standard of personal conduct and lifestyle. It is required that all staff members are active attendees of Friends Church and Life Groups.

**EXPERIENCE, EDUCATION AND LICENSURE:** A bachelor's degree in related field and a minimum three to five (3-5) years ministry experience; or equivalent combination of education and experience.

### KNOWLEDGE AND SKILLS

**SKILLS:** Must be proficient in the Microsoft Suite of products. Excellent interpersonal, verbal/written communication skills, and mathematical skills. Must be a self-starter. Must be confidential, flexible, accurate and have good follow-up skills. Strong managerial skills.

**ABILITY:** Ability to understand, teach and live out Biblical truths. Ability to comprehend written and oral information with clarity. Ability to identify problems; exhibit both inductive and mathematical reasoning. Ability to travel. Ability to work nights, weekends and holidays as requested.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk and hear. The employee is frequently required to use hands to handle or feel and reach with hands and arms.

The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 30 pounds

**WORK ENVIRONMENT:** Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**Friends Church reserves the right to change, rescind, add or delete the duties and responsibilities within this job description at any time.**

**To apply, please send a cover letter and resume to Dana Anderson at [danaa@friends.church](mailto:danaa@friends.church)**