

JOB DESCRIPTION

JOB TITLE: Events Coordinator

BAYSIDE PURPOSE: To Reach people for Christ, Raise them to become followers of Christ and Release them into their God given purpose. We do this by Loving God, Loving Others, Enjoying Life, and Pursuing Excellence.

MINISTRY PURPOSE: To use creativity, visual media, and communication to reach people for Christ, help them connect with Christ, and inspire them to come back.

BAYSIDE BIG 5: Teachable, Called, Hungry, Others Focused, Positive Attitude

POSITION GIFTINGS: *Recommended - Visioneer, Giver, Advocate/Server/Gatherer*

POSITION STATUS: Exempt Non-Exempt

WORK SCHEDULE: Full time, 40+ hours

REPORTS TO: Creative Director

THIS POSITION SERVE: Central Support

PRIMARY RESPONSIBILITIES:

1. Oversees planning, organization, coordination, and execution of church-wide events. Works closely with other Bayside departments to ensure each event's success. Events include but are not limited to:
 - Men's Night
 - Night To Shine
 - Relate Conference
 - SHE
 - Night of Wonder
2. Provides vision, coordination, support, and resources to campuses for Environment Design for Special Weekend Services. Works with the Creative Team to develop vision and ensures environmental vision is carried out across all campuses. Environment Design includes but not limited to:
 - Mother's Day Weekend
 - Father's Day Weeknd
 - At The Movies Series
 - Christmas
3. Manage Events budget
4. Build and lead an Event Volunteer Team

PERFORMANCE MEASURES:

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1. Ability to plan, organize, and coordinate events
2. Ability to share vision and support campuses so that what is planned is executed with excellence
3. Ability to recruit volunteers and build an events team