

**Position Title:** Events Coordinator

**Reports to:** Facilities Director

**Effective Date:** July 2024

**Status:** PT (Approximately 5-7 hours per week)

**Position Summary:**

Lead the marketing and coordination of all facility rentals and ministry partner events for Providence. Market the facility in the community to meet revenue goals. Communicate monthly, or more often if required, to the staff regarding upcoming events. Communicate and Coordinate effectively so that events go smoothly.

**Position Responsibilities:**

1. Provide outside rental support in the following ways:
  - a. Coordinate efforts with all caterers and maintain the preferred listing.
  - b. Be the primary first contact for prospective renters (email and phone calls) in a timely manner.
  - c. Schedule and be the primary individual showing the building to prospective customers.
  - d. Amend contracts/work with Accounting to collect payments and track results.
  - e. Coordinate room breakdown and setup as well as door unlock and lock times.
  - f. Coordinate post event cleaning as needed.
  - g. Available via phone during scheduled outside rentals to field any questions
  - h. Follow-up with communication after the customer uses the venue (letter, thank you, collect final payment, etc.)
2. Manage the Riverstone Academy relationship ensuring consistent and open communication and that expectations are being met on both sides. Manage any long-term kitchen lease.
3. As a part of the Central Support Team, provide input and feedback to help us steward our facilities and funds well. Attend monthly meetings.
4. Consistent meetings with the Facilities Director for updates, concerns, coaching, etc.
5. Use Planning Center Calendars system consistently and manage inventory items.
6. Assist with billboard strategic partnership needs and referrals. All other duties as assigned.

**Essential Skills and Experience:**

High school diploma required. Bachelor's degree preferred.

A clear testimony and ongoing spiritual growth.

Full agreement with Providence's Doctrinal Summary, Mission, and Vision.

Excellent communication and teamwork skills: Attention to detail and accuracy.

Previous and proven sales experience;

An emotionally healthy lifestyle

**Desirable Gifts, Qualities, Skills**

Spiritual Gifts: Administration, Communication, Service;

Compassionate, Relational, Approachable, Flexible