



Position Title: Events Director, Part-Time (25 hours)

Position Summary

The Events Director will support the planning and execution of high-quality events, such as ministry-related events and conferences, festivals, churchwide events and conferences, and staff-related events. This staff member will aid in the management of logistics, presentation, production, audio/visual needs, materials support, project scope, and be involved with registration and attendee tracking, as well as pre- and post-event evaluations.

Key Roles and Responsibilities

- Plan, coordinate, and execute all churchwide (non-ministry-specific) events: Fall Festival, Anniversaries, large conferences, Focus Conference, etc.
- Plan, coordinate, and execute all full-staff events: Christmas party, staff retreats, 12 Days of Christmas, staff fun days, etc.
- Event consulting and support: provide support to all ministry teams for their events (i.e. Egg Hunt, Backpack Drive, Turkey Drive, ministry-specific conferences, etc.)
- Event supplies centralization and control: checking out tablecloths, paper goods, decorations, etc.
- Maintain office space consistency: furniture, décor, locations, etc. of staff office space
- Serve as project leader on designated events
- Maintain inventory of all event-related items in storage both on and off campus
- Work in conjunction with Facilities to maintain inventory of all campus office furniture
- Establish and maintain relationships with all staff teams and volunteers
- Participate in monthly cross-departmental project and calendar planning meetings
- Meet with teams to help develop events, establish, and monitor budgets, and/or review administrative procedures and event progress
- Negotiate vendor contracts to minimize liability and risks
- Help to manage volunteer staffing
- Develops volunteers, identifies raw talent, and recruits capable people
- Contribute to the church's event policies to improve efficiency and operational procedures
- Learn and maintain proficiency in Planning Center and Monday programs
- Manage staffing for setup/teardown of events

Success Outcomes

- Strive for undistracting excellence for church services and special events
- Events executed on time and on budget
- Healthy, engaged, returning volunteers
- Good working relationships across ministries

Staff Expectations

- Aligned with the mission of WoodsEdge, this person seeks to love Jesus more, journey together with others in the community, and bring tangible hope to the world
- Maintain a strong working relationship with co-workers by walking in our Holy, Humble, Healthy, and Hungry virtues
- Commit to personal time with God daily to pursue a heart that loves Jesus and ongoing spiritual, personal, and professional growth
- Active prayer intercessor
- Agreement with our Statement of Faith and demonstration of that faith through actions and lifestyle

Requirements

The successful candidate will have demonstrated excellent project management skills and an eye for process and logistics. They will have a passion for supporting the overall mission of the church. The Events Director will play an instrumental role on the events team for large outreach events both on and off campus. This position will require occasional weekends.

- HS diploma or equivalent. Some college preferred.
- 1-2 years relevant work experience
- Demonstrated success in supporting facilities and events
- Excellent time management skills and the ability to establish priorities, manage shifting priorities, and handle numerous time-sensitive deadlines and adhere to strict schedules in a fast-paced environment
- Excellent attention to detail, excellent organizational skills, and follow-through
- Excellent interpersonal, communication and customer service skills
- Ability to accomplish goals working through formal and informal channels, with diplomacy and tactfulness
- Sound judgment, adaptability, flexibility, and creative problem-solving when confronted with changing and challenging circumstances
- Demonstrated professionalism
- Must be a team player and able to anticipate what needs to be done and do it willingly, regardless of the level of the task
- Proficiency in Microsoft Word, Excel, and other online applications such as Google Docs and Microsoft Teams

Staff Expectations

- Commitment to personal time with God every day to pursue a heart that loves Jesus
- Participation in staff prayer, staff meetings, training sessions, retreats, ministry related classes, trainings or events, and all staff events as required
- Commitment to ongoing personal growth in spiritual maturity and professional growth
- A valuable team player that seeks to make others better through service to others, development, leadership, collaboration, and healthy conflict resolution
- A life-long learner willing to be coached, evaluated, and held accountable.
- Passion for welcoming and connecting people to God, His church, and one another
- Active prayer intercessor
- Agreement with our Statement of Faith, and demonstration of our faith through actions and lifestyle
- Ownership of the WoodsEdge mission & values emphasizing prayer, passion, humility and kingdom-mindedness
- Attend WoodsEdge Community Church
- Additional Responsibilities as assigned. Servant's heart for whom no job is too small

Performance Measures

- Coaching & Feedback - Willingness to be coached, evaluated, and held accountable
- Getting it Done - Ability to perform role & responsibility; strong work ethic demonstrating initiative and drive
- Practicing Greatness - Commitment to ongoing spiritual, personal, and professional growth
- Living it Out - Strong commitment to living out WE mission, vision, and values.
- Building Teams - Seeks to make others better through development, leadership, collaboration, and healthy conflict resolution