

Job Description
Calendar Coordinator
Part Time (non-exempt, 15-20 hours per week)

A. Qualifications:

1. A committed follower of Jesus Christ who demonstrates spiritual maturity and a growing personal relationship with the Lord within Christian community.
2. Be personable and clear when communicating with people by phone, in person, and by email.
3. Possess a working knowledge of computers and Office software.
4. Be personable, and dependable, possess good time-management skills, and be well organized. A servant's heart is a plus!
5. Work well in a team environment as well as independently without close supervision.
6. Comply with church policies and procedures.

B. Duties and Responsibilities:

1. Accurately schedule all events and services on facilities and website calendar according to policy on Facility Use and Event Scheduling.
2. Maintain facilities and website calendar with up-to-date changes and/or new information, and alert Facilities staff to changes.
3. Answer emails and questions regarding events at Calvary according to Policy on Facility Use and Event Scheduling.
4. Work with staff to update the Policy on Facility Use and Event Scheduling.
5. Maintain a working knowledge of rooms, their capacities or limitations, equipment, and setups.
6. Work closely with the Facilities Director to ensure the availability of staff and resources prior to scheduling events.
7. Collect rental or facility use fees and maintain necessary records.
8. Recommend approval or denial of events based on ministry needs and facility restrictions.
9. Give tours, price information, and room information to users according to the Policy on Facility Use and Event Scheduling for weddings, funerals, and other events as needed.
10. Assist in the coordination of technical needs for events.
11. Greet and assist on-site guests and be a part of the staff to answer incoming calls, determine needs, and direct guests accordingly.
12. Work in a mutually supportive manner with Calvary's administrative staff to meet the overall needs of Calvary as they arise with other duties as assigned.

C. Expectations

1. Subscribe to and affirm the Statement of Faith and Values of Calvary Church.

D. Relationships:

1. Report to the Communications & Support Staff Manager.
2. Work in a Christ-like, professional manner with all who call or come into the office.
3. Interact with members of the staff, church leaders, volunteers, and the congregation.
4. Work as part of the support staff team.