

# **ST MARTIN'S EPISCOPAL CHURCH**

**POSITION:** Event Coordinator

**STATUS:** Full Time, Non-Exempt

**REPORTING TO:** Director of Parish Life

## **SUMMARY/OBJECTIVE**

St. Martin's Episcopal Church is seeking an Event Coordinator to coordinate and assist with the successful implementation of church events. This role requires excellent planning and problem-solving skills and the ability to work collaboratively with clergy, staff, volunteers, visitors, and congregation members.

## **ESSENTIAL FUNCTIONS**

1. Meets with and guides staff and facility users through the event planning process.
2. Develops and maintains effective relationships with staff, parishioners, volunteers, vendors, contractors, and other suppliers of event services.
3. Coordinates with multiple teams in planning and executing successful events, including Facilities, Cafe St. Martin's, Activity Center, Children's and Student Ministries, Pastoral Care, Communications, AV/IT, Security and Membership.
4. Utilizes event management software (eSpace) for all events. Reviews and approves events as they move through the approval process. Trains new users in the use of software, as needed.
5. Assists departments with event registrations.
6. Attend weekly events meeting and other staff meetings as required.
7. Schedules contractors and vendors for special events and services, as needed.
8. Prepares event signage as requested.
9. Organizes and maintains inventory of event related tools and materials, including tablecloths/napkins, decorative items, etc. Restocks as needed.
10. Generate invoices for facility rentals.
11. Works with Finance to ensure timely payment to outside vendors.
12. Provides status reports on event requests and approvals.
13. Provides regular statistical reporting to management team showing evidence of the productive use of resources.
14. Guides campus tours and walk-throughs for potential facility users and in preparation for large events.
15. Assists with funeral receptions as needed.
16. Abides by Standard Operating Procedures for campus events; provides relevant updates as required.
17. Perform additional duties as assigned.

## **COMPETENCIES**

Competencies required of this role:

- Adaptability.
- Effective communication.
- Event planning and communication.
- Hospitality and customer service professionalism.
- Ability to balance multiple projects and deadlines.
- Cross-functional collaboration between ministries.

## **INDICATORS OF SUCCESS**

Several of the most critical aspects of this role include:

- Generates accurate, timely invoices.
- Uses eSpace consistently and accurately for all events.
- Builds productive working relationships across all ministries.
- Successfully trains new users and serves as a go-to resource for software questions.
- Successfully coordinates logistics for assigned events with minimal last-minute issues.
- Effectively guides staff/facility users through the planning process, reducing back-and-forth and confusion.

## **SUPERVISORY RESPONSIBILITY**

This position has no supervisor responsibilities.

## **WORK ENVIRONMENT**

This role operates in a professional office environment and routinely uses standard office equipment such as computers, phones, and copiers.

## **MENTAL & PHYSICAL DEMANDS**

The mental and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to identify, communicate, detect and easily remember things. The employee is frequently required to rise; move; ascend/descend stairs, position self, and sit; operate a computer and other office equipment; obtain objects at arm length distance; and transport up to 30 lbs.

The employee is required to perform under circumstances of emotional stress, such as not limited to, stress from work deadlines, employee complaints, noise, distractions, work complexity, competing priorities and understaffing.

## **WORK HOURS AND TRAVEL**

This is a full-time position. Days will generally be Monday through Friday. Hours may vary depending on events and department needs and may include evenings and weekends. Occasional travel may be required.

## **WORK HOURS AND TRAVEL**

- Bachelor's degree preferred.
- 1 – 3 years minimum experience in event planning or hospitality.
- Proficiency or willingness to learn event management software and practices.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint), Microsoft Teams, and Adobe Acrobat.

## **EEO/AAP**

It is the policy and intent of St. Martin's Episcopal Church to provide equal opportunity and employment in its practices.

## **OTHER DUTIES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.