

Belvedere Family Church: Looking for someone to be our Event Coordinator

Justin Okamoto
January 2, 2024



Dear Belvedere Community,

We are looking for someone to take on the role and responsibility of an Event Coordinator for our community. Someone who is willing to manage the logistics for events and general affairs. This would be a great opportunity to work closely with our community and an opportunity to serve.

This position would be temporary during a 3 month trial to see if the position would be a good fit. We have budgeted payment for this role to be \$500 a month. Though we can potentially increase the amount.

Here is the description of the role:

docs.google.com/document/d/1OGV8hN7gLIImJne1WTjueZJ2jTQgKFLV8JFX1-hgGEW8/edit

If you have any questions or if you may be interested in taking this on or know of someone who would fit this role, please contact Assistant Pastor Mika at mrothstein8@gmail.com

Job Title: Belvedere Family Church - Event Coordinator

Job Brief:

The Belvedere Family Community (BFC) is looking for an enthusiastic and motivated Event Coordinator. The Event Coordinator is responsible for the management and coordination of events held for the Belvedere Family community from conception to completion. Events do Not include regular Sunday services or events not related to the local BFC community, but do include any major church holidays, social events, and volunteer appreciation events. The number and size of events per month will fluctuate, but the expectation is an average of 2-3 events per month of around 75-100 people. (Approximately 15-20 hours per event for the below listed responsibilities.)

Compensation and Job Type:

Compensation: \$500 / month

Part time: 10 hrs/week (can fluctuate depending on timing of event)

Job Duties and Responsibilities

- Manage all aspects of volunteer committees and volunteer coordination, including but not limited to, recruitment, supervision, training, and acknowledgement in order to ensure volunteer satisfaction.
- Coordinate event logistics in a timely manner and communicate with any appropriate personnel for event (i.e. guest speakers, AV team)
- Report to Head Pastor regarding event planning, implementation, progress of event, and any need for resources.
- Respond to any inquiries or comments community members may have regarding the event.
- Travel to each venue to ensure venue is appropriate for event.
- Contact vendors or purchase materials necessary for event.
- Propose new ideas to improve the event planning and implementation process.

We believe the ideal candidate has:

- Excellent communication (both written and verbal) and interpersonal skills
- Previous experience with event coordination in a non-profit setting
- Ability to organize events/projects with little supervision, but with professionalism, preparation, and great detail
- Proficiency in MS Office
- Excellent time management skills
- Enthusiasm and flexibility with unexpected changes

If you are interested in this opportunity, please send your resume to email@belvederefamily.com