

EVENTS ADMINISTRATOR – JOB DESCRIPTION

Classification: Part Time - Non-Exempt

Reports To: Events Manager and Director of Events & Marketing Development

JOB DESCRIPTION

Events Administrator supports all facets of the following Events: Easter, Chosen, Fall Block Parties, Christmas Blast, Girl's Night Out, some rental events as assigned by the Events Manager, and Funeral Support.

RESPONSIBILITIES AND DUTIES

- Administer and Coordinate volunteer positions to include: emails, follow-up, phone calls, and assigning positions
 - Coordinate (week of event) volunteer food/hospitality
- Respond to emails regarding events in a timely manner (ex. Chosen nominations)
- Be available on weekends to work registration/volunteer tables
- Input registrations and volunteers into the system per event on a weekly basis
- Be available and onsite day-of-event
- Help coordinate and oversee event set-up & break-down
- Ensure all involved are thanked in a timely manner
- Acts as Administrative support to the Events Manager, as needed
 - Rental event quotes, venue showings, invoicing, billing & contracts
- Provide phone coverage to receptionist once a week for lunch breaks
- Run background checks
- Help coordinate food/supplies for events
- Assist Events Manager with organization of events and take ownership of assigned areas
- Assist in donation requests for Chosen and Christmas Blast
- Oversee linens and inventory

COMPETENCIES

- Time Management Ability
- Ability to Prioritize
- Self-Directed
- Inventory Control
- Professional Demeanor

POSITION TYPE/EXPECTED WORK HOURS OF WORK

This is a part-time position, and hours of work and days are generally Sundays 8:00 am to 1:00 pm and Monday through Thursday, as determined by Event Manager. Normally, the position

can expect to work 28 hours a week, but closer to events, hours could increase up to 38 per week. Days and hours can vary with special events.

SUPERVISORY RESPONSIBILITY

This position has no supervisory responsibilities

PHYSICAL DEMANDS/REQUIREMENTS

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

- Regularly required talk or hear, communicate confidently over the telephone and in person.
- Regularly required to sit; use hands to finger, handle, or feel and talk or hear
- Frequently required to stand; walk and stoop, kneel, or crouch
- Occasionally ascend and descend staircases
- Able to extend hands and arms to complete assigned tasks
- Must be able to remain in a stationary (sitting or standing) position for an extended period of time
- Must be able to push or pull objects and carts when needed
- Must be able to move objects horizontally, from position-to-position
- Regularly lift and /or move up to 20 lbs and occasionally lift and/or move up to 40 lbs
- Exert up to 30 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects
- Ability to receive detailed information through oral communication, and to make the discriminations in sound
- Repeat movements and motions of the wrists, hands, and fingers
- Required to have close visual acuity to perform an activity such as, but not limited to:
 - Viewing a computer screen and reading written documents
 - Determining accuracy, neatness, and thoroughness of the work assigned
- Subject to both environmental conditions. Activities occur inside and outdoors

TRAVEL

Events Administrator will be expected to travel locally to pick-up, drop-off items and to interact with community partners. Mileage will be tracked and reimbursed at IRS mileage rate.

REQUIRED EDUCATION AND EXPERIENCE

- Must have a strong personal faith in Jesus Christ
- High school diploma or GED
- Strong, accurate, administrative skills

- Knowledge of Microsoft Office (Word, Excel, PowerPoint)
- Ability to create, edit and publish Microsoft documents & spreadsheets
- Adept at event administration, structure & layout
- Ability to manage event budgets
- Able to lead a team and establish productive relationships at all levels
- Excellent organizational/time management skills to include significant attention to detail

PREFERRED EDUCATION AND EXPERIENCE

- MAC Computer Platform

ADDITIONAL ELIGIBILITY QUALIFICATIONS

Must be eligible to work in the U.S.

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.