



VACANCY ANNOUNCEMENT

Position: Directional Leader of Events
Department/Location: Ministry/Churchwide
Classification: Full-Time (Flexible) Includes Evening and Weekend hours / Exempt
Compensation: Grade 13
Application Deadline: **Open until filled**

Summary and Description of Duties

- Provides event coordination for all church-sponsored or church-hosted activities including but not limited to worship celebrations, funerals, weddings, conferences, and signature events.
- Recruit, train, schedule, develop, and supervise Life Stage Event teams as they host regular and special events across all campuses
- Partner with Directional Leader of Groups to ensure that all small groups function in alignment with our small group model
- Recruit, train, schedule, develop, and supervise all Host Team groups (e.g. ushers, parking, security, greeters, welcome center, first impressions, nurses, funerals and weddings)
- Partner with Diaconate Team Leads and Directional Leader of Member Services to provide support for communion, baptism, funerals, right hand of fellowship and baby dedications.
- Coordinates service support with other appropriate staff for all events, including but not limited to accommodations, transportation for participants, facilities, catering, sponsorships, registration support, media, signage, displays, special needs requirements, printing and event security.
- Monitor master church calendar with Member Services team; conduct upon request master scheduling sessions with staff.
- Maintains, monitors and archives master file of all event plans
- Meets with staff and external clients to plan scope and format of events, to establish and monitor budgets, and to review administrative and logistical procedures and event progress.
- Partner with appropriate executive staff in negotiating contracts, as applicable, with such service providers as hotels, convention centers and speakers.
- Serve as principal liaison between event organizers, contractors and service ministries (Culinary Arts, Facilities and Media) to ensure successful logistical operational support for events.
- Conduct post-event evaluations to determine how future events can be improved.
- Performs other duties as assigned.

Performance Standards:

- Customer focus, tracking budget expenses, pricing, vendor relationships, market knowledge, staffing, results driven, strategic planning, management proficiency, client relationships, and verbal communication

Knowledge, Skills, Abilities

- Knowledge of the church's organizational structure, workflow and operating procedures
- Demonstrated ability to promote and execute the church's mission, vision, values and strategies
- Demonstrated ability to build and develop effective small groups and volunteer relationships
- Strong leadership and people skills
- Demonstrated ability to manage, motivate, train, coach and lead others
- Ability to multi-task and work effectively in a dynamic fast-paced environment
- Ability to effectively organize, prioritize, and schedule work assignments

- Exceptional written and verbal communication skills
- Ability to work a flexible schedule to include evenings and weekends
- Well organized with an eye for detail, and the ability to multi-task
- Outstanding organizational, interpersonal and communication skills
- Ability to work effectively with a wide range of constituencies and within a diverse community
- Punctual, service oriented and customer centric

Education/Experience:

Education and Experience:

- Bachelor's Degree in Business, Marketing or related field preferred. An equivalent combination of training and experience may be used to meet the minimum qualifications of the classification.
- Minimum three (3) years of related experience. An equivalent combination of training and experience may be used to meet the minimum qualifications of the classification.

Description of Schedule and Requirements:

- 40+ hours per week.
- Attendance at requested meetings.
- Works well independently or in a team environment
- Willingness to learn SPBC church polity as it pertains to church membership, leadership, and service.

Physical Demands:

- Ability to lift and carry up to 30 pound on a regular basis.
- Ability to stand for extended periods of time.

Interested persons must apply via the Saint Paul's Baptist Church website: www.myspbc.org

Resumes can also be sent for review to human.resources@myspbc.org