



Word of Peace
Lutheran Church

Event Coordinator Job Description

Status: Part-time (20 hours/week), Non-exempt
Reports To: Pastor of Faith in Action
Salary Review: Annually by Executive Team

POSITION OBJECTIVE

Organize and supervise events integral to the life of the congregation. Plan and implement opportunities that create fellowship within the church and outreach to the community. Ability to work collaboratively with staff and volunteers to see multiple projects through to completion.

TASKS & RESPONSIBILITIES

- Advance Planning, coordination and follow-up for special ministry programs and events. These programs and events include but are not limited to Peace Market, Peace Fest, the Word of Peace Gala, Serve Sunday, Adopt-A-Family, Operation Christmas Child, and Women's Luncheon.
- Coordinate the new member classes with the pastors and members of the Care Team.
- Responsible for volunteer management including recruitment, training, scheduling and oversight of volunteers associated with each program and event.
- Collaborate with ministry leaders and staff to develop and maintain an annual ministry program events calendar.
- Track ministry program and event timelines to ensure deadlines are met and monitor achievement of activities.
- Coordinate and facilitate post event evaluations.
- Provide additional assistance and volunteer oversight for worship services as assigned by pastors.
- Attend weekly staff meetings, retreats and events as needed.
- Write timely correspondence for weekly worship bulletin, email newsletter, monthly newsletter and website.

QUALIFICATIONS

- Well organized with excellent written and verbal communication skills.
- Positive attitude and an enthusiasm for church life.
- Energetic, self-directed, adaptable and motivated.
- Ability to work some Sundays and Mondays before, during and after worship.

- Work effectively with the congregation, staff and lay leaders.
- Understand and maintain confidential information as it pertains to members and visitors of Word of Peace.
- Demonstrate competence in making decisions.
- Demonstrate proficiency in interpersonal relationships and communication.
- A passion to connect God's people with their gifts.
- A passion to meet and recruit many people.
- Knowledge of recruiting and training volunteers.
- Understands recruitment techniques for attracting volunteers.
- Knowledge of computer programs, including Excel, Word, Publisher and Outlook.
- Ability to be flexible with work hours that include working evenings and weekends as required.
- Support the mission, vision, and theology of the Evangelical Lutheran Church in America (ELCA).
- Support Word of Peace's mission-based church philosophy.
- Work as team player.