

POSITION TITLE: EVENT COORDINATOR

REPORTS TO: BUSINESS ADMINISTRATOR

JOB CLASSIFICATION: NON-EXEMPT, PART-TIME

MISSION (PURPOSE): The mission of River West Church is to build a community of Christ for the world. This position will provide assistance to the Ministry Leaders as necessary to facilitate on-site hospitality and ministry events. In addition, this person will assist, as needed, other ministry teams and RW Staff to support the ongoing activities of River West Church. In particular, this position will provide support that enhances and supports staff and leadership events to facilitate and promote healthy connections within the body of River West Church.

Responsibilities:

1. Event Coordination and Ministry Event Support

- a. Work with the Facility Director to coordinate ministry event activities and facilitate scheduling of the building
- b. Provide support for hospitality for Women’s Ministry events
- c. Work with Ministry Leaders and Pastors for Community Life, Men’s and Family, Adult Ministry, and Worship to coordinate and act as point person for ministry events and hospitality needs
- d. Act as the point person for Weddings and Funerals
- e. Provide oversight of the use of the kitchen facility for ministry events and church activities
- f. Interact with church ministry staff, ministry partners and volunteers in responding to facility-related requests for kitchen use
- g. Attend and oversee events if needed or requested
- h. Utilize and maximize all RW software including Church Community Builder (CCB) to facilitate managing church events

2. Purchasing and Inventory of Consumable Items for weekly Operational building and personnel needs including:

- a. Refreshments – coffee, cream, sweeteners, food items etc. for hospitality for Sunday services and weekday meetings: working with outside vendors, on line orders and physically shopping for items needed
- b. Facility Needs – paper products, cleaning supplies, light bulbs, etc. also vacuum cleaners supply and repair needs: working with outside vendors. Vendors include: Supply Source, Supply Works, Platt Electric, Stark Vacuum, others as needed
- c. Research purchasing items as needed by Director of Facilities
- d. Table Cloths – RW maintains and inventory of table cloths for use at meetings and events in the building. This person will need to manage the inventory of these table cloths as it relates to meetings and events held in our building

3. Kitchen Training for Ministry Partners, Staff and Volunteers

- a. Meet with and train personnel, volunteer teams, church staff and others as needed in layout, function, organizational structure and safety policies of main kitchen in use of:
 - Dishwasher and Disposal
 - Refrigerator and Freezer
 - Stoves and Ovens
 - Convection Oven
 - Warming Oven
 - Safety Systems and First Aid Equipment
 - Food safety handling preparation and distribution of food

Individuals or groups needing training may be employees, volunteers, ministry groups and/or individuals approved for functions within RW Church buildings

4. Kitchen(s) Inventory and Operational Condition which includes:

- a. Weekly inventory of consumable and refreshment items
- b. May require supervising part-time and volunteer personnel to perform weekly cleaning and restocking needs of each area:
 - Main Kitchen
 - Community Room Kitchenette and Foyer
 - Student Ministry Kitchenette
 - Family Life Kitchenette
 - Room 112 Kitchenette
 - Room 105 Kitchenette
- c. Oversee the inventory and organization of all items used in preparation of meals. Specifically, all pots, pans, bowls, serving items, utensils, etc. Replacement of items as needed due to normal wear and tear or damage.
- d. Oversee the inventory and organization of pantry items used in preparation of food/meals

5. Kitchen(s) Organizational Structure

- a. Provide a clear organization flow in the kitchen and kitchenette areas for staff, volunteers and groups to perform various activities.
- b. Update these systems as needed or required.
- c. Individual must have a working knowledge of all kitchen equipment (i.e. stoves, dishwasher, etc.), report any mechanical problems to the Facilities Director and coordinate with him the repair and/or replacement of an item

Job-Specific Requirements:

1. Relational Requirements

- Affinity and inclination to work alongside others in the context of teams
- Demonstrates interpersonal maturity and the fruit of the Spirit in relationships

- Capacity to interface with multiple ministry partners in ways that build healthy, open, enduring, reciprocal partnerships
- Affinity and inclination to work alongside, train and encourage volunteers in multiply capacities

2. Working conditions and requirements

- Understand and follow verbal and written instructions
- Must be available to work a flexible schedule to accommodate ministries of River West Church, including evenings and weekends
- Able to stay physically active throughout each shift. May be required to lift items up to 10 pounds
- Must have physical ability to perform essential work functions
- Work may occasionally be performed outside under varying weather conditions
- Able to work alongside others in context of teams as well as to work independently

3. Educational + Experiential Requirements

- An Associate’s degree is preferable or an equivalent combination of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the job
- 2-3 years’ experience in non-profit team preferred

4. Personal and Spiritual Requirements

- Be an active member of River West Church and agree with and adhere to the River West Church Statement of Faith
- Have a personal relationship with Jesus Christ and exhibit a life that is consistent with the witness of scripture
- Demonstrate a deep, personal understanding and appreciation for the Gospel of Christ
- Maintain a courteous Christ-like spirit when dealing with people within and outside of River West Church
- Ability to maintain confidentiality
- Understand and follow verbal and written instructions
- Ability to discern, prioritize and deal with each situation/contact on an individual basis
- Can multi-task and handle interruptions with patience
- Ability to follow through on commitments. Punctual and organized
- Must successfully complete criminal background check

Note: This job description does not imply that these are the only duties to be performed by the employee occupying this position. This position will follow any other job-related instructions and to perform and other job-related duties as required by their supervisor. River West has the right to revise this job description at any time. *(This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship).*

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____