

Uptown Church

Job Description

Title: Events Coordinator

Reports To: Director of Operations

Workload: 15 hours / week (part-time, hourly)

Date: January 6, 2023

Contact: cherylanne@uptownchurch.org

Summary

Responsible for the execution of church-wide events, including planning, volunteer management, event execution, and maintaining hospitality facilities and supplies to support events in other ministry areas.

Job Responsibilities Overview

- Work with Director of Operations to plan & execute church-wide events, including budget development & management, logistics, marketing, and related communications, for:
 - Vision Banquet (annual “state of the church” event)
 - Retreats (yearly rotation of church-wide, men, women)
 - Lessons & Carols Reception
 - Quarterly occurrences fellowship & outreach events including New Member Lunches, Lemonade on the Lawn, Visitor Lunches, and Easter Brunch.
- Work with staff, interns, and volunteers in the ministry of hospitality.
- Assist Director of Operations with occasional events such as pastoral ordinations, weddings, & funerals.
- Assist Director of Operations as able with staff & officer events.
- Maintain hospitality facilities (ex. hospitality closet) and supplies (ex. tablecloths) in a way that supports ministry-specific events and ensures compliance with facility regulations.