



JOB TITLE: Event Coordinator

EMPLOYMENT

Start Date: May 12th, 2024 (8 Weeks, 35 Hours per Week)

ACCOUNTABILITY:

Pastor of Connections and Community

OVERVIEW:

This Summer Event Coordinator role is built around bringing support and coordination to weekly connection and community ministry. The person in this position will help run and manage the connection teams that impact Sunday ministries. This person will also assist in the planning and executing of church wide connection events that happen in the summer.

QUALIFICATIONS:

- Fulfill the duties required of a member of Ridge Church
- Teachable attitude and humility to learn from others regardless of their positional authority
- Positive attitude about serving where needed
- Ability to effectively coordinate and project manage various events
- Ability to work in a team
- Ability to adjust plans as needs change
- Ability to coordinate teams of volunteers
- Is a clear communicator

KEY RESPONSIBILITIES:

- Will assist the Pastor in training & developing connection and community teams. (ie. Basecamp & Planning Center systems training, guest experience training, etc.)
- Will assist with connection ministry during weekly & events (ie. Sunday service)



- Will assist with community ministry during weekly courses and classes. (ie. communicating to class participants, weekly set up, hospitality etc.)
- Will assist with planning and executing of multiple church wide connection events (ie. Fall Launch, Connect into Community and Community Leaders Evening).

COMPENSATION

\$18 per hour