



## Hub Events Assistant Coordinator

The Hub Events Assistant Coordinator is a support role within the HUB Ministry aimed at providing the individual with training and work experience in the event coordination and management field. The Hub Events Assistant Coordinator will learn the processes involved with both internal and external events, from initial consultation to event follow-up. Individuals will also learn about the development of floorplans, coordination with other departments, internal communication among Hub team members, set-up procedures, customer service, catering service management, tear down, and event follow-up.

Reports to: Hub Ministry Director

Works with: Hub Ministry Employees, Hospitality Ministry Employees, Facilities Employees, Tech Support Employees

Works: Part time, Hourly, Variable Hours, Non-Exempt

### Event Processes - 50%

- Assist clients after booking events to ensure all aspects of the event are coordinated and communicated appropriately.
- Engage in meetings with the event team and/or individual departments based on event requirements.
- Possess working knowledge of event fees and be able to communicate fee structures to clients when necessary.
- Create floor plans and timelines.
- Communicate with clients in a customer service focused manner.
- Develop and maintain basic knowledge of computer programs.

### Event Management – 50%

- Review policies and procedures of onsite events with clients.
- Assist and oversee set up for events.
- Host events.
- Assist during events with timeline and other miscellaneous areas of the events.
- Act as catering captain when necessary.
- Follow up with clients after events for feedback and resolution of outstanding items.

*Before submitting a resume and cover letter, please read The Grove's **Statement of Faith**. All applicants confirm they have reviewed and are in full agreement with each part of the Statement of Faith. Submission of a resume and cover letter constitutes an affirmation of alignment with The Grove's Statement of Faith.*