



## Events Coordinator

Hello! Welcome! Our vision for The Grove is to be the most welcoming and hospitable church in the nation! As part of our Events Ministry vision we regularly open the church as a venue for special events to our church family and to the community. The Events Coordinator oversees communications and organizational details for internal and external events to ensure everyone who comes onto our campus feels the love of Jesus.

Reports To: Events Director

Works with: Events Team, Hospitality Ministry, Facilities Department, Volunteers, Guests

Works: 40 hours per week, hourly

### Administration – 50%

- Schedule all outside ministry events in Planning Center Resources
- Schedule HVAC needs for all events in church.
- Coordinate staff trainings for utilizing Planning Center Resources.
- Create regular reports on scheduled events.
- Review Policies and procedures of onsite events with clients.
- Schedule all Memorials and Funerals in Planning Center Resources.
- Coordinate inter-departmental communications relating to event's needs.
- Oversee event hosts for individual events.

### Guest Liaison – 40%

- Respond to all inquiries regarding room use.
- Meet with guests for informational interviews and facility tours regarding events and memorials.
- Coordinate event information with event departments; floor plans, timelines, details of events.
- Host events as needed.

### Other – 10%

- Attend weekly Event Teams meetings; facilitate meetings as needed.
- Attend church all-staff meetings, devotions and trainings.

*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.*