

EVENTS ADMINISTRATIVE COORDINATOR

GENERAL DESCRIPTION

The Events Administrative Coordinator will provide high-quality administrative support to the Events ministries by managing database, handling inquiries, volunteer scheduling, ministry purchasing, coordinating events, and performing other clerical functions. This position requires exceptional organization and time-management skills, good judgement, effective communication, and identifies and addresses ministry needs to excel in preemptive support of the team. This position may occasionally include weekend hours.

Classification: Non-Exempt; Hourly // **Status:** Part-Time (20-25 hours) // **Team:** Connections // **Supervisor:** Events Manager

WORK SCHEDULE *(Some flexibility within guidelines):*

- Tuesday, Wednesday, Thursday: 8:00am – 3:00pm
- Events as assigned, which may include weekend hours.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Support and participate in the overall mission of the church and its implementation.
- Support the Events team by managing data, preparing reports, handling inquiries, and any other required administrative functions.
- Track Events budget and organize credit card statements to submit timely expense reports for Events team and volunteers.
- Administer all calendaring and meetings for Events team.
- Provide database support for Events, including, but not limited to creating the event in the database system, managing enrollment, manage data in spreadsheets and reports, and calendaring.
- Coordinate and assist with the execution of all events, including event set-up, tear down, welcoming and checking in attendees and volunteers and hosting the event as needed.
- Participate in RPC Staff Meetings, Admin Meetings, and Ministry Meetings. Attend requested team meetings to take and disseminate notes and follow up on action items.
- Perform select clerical functions such as preparing correspondence and other requested office duties.
- Maintain Events volunteer schedules.
- Serve as the ministry liaison to other teams and centralized areas of coordination.
- Organize, maintain, and purchase supplies required for Events as needed.
- Serve as a back-up receptionist on an as-needed basis.

COMPETENCIES

To perform the job successfully, individual should demonstrate the following:

- **Problem Solving** - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.
- **Customer Service** - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.

- **Interpersonal Skills** - Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; participates in meetings.
- **Teamwork** - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.
- **Change Management** - Develops workable implementation plans; communicates changes effectively; builds commitment and overcomes resistance; prepares and supports those affected by change.
- **Organizational Support** - Follows policies and procedures; completes administrative tasks correctly and on time; supports church's goals and values.
- **Quality** - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.
- **Attendance & Punctuality** - Consistently is at work and arrives on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
- **Dependability** - Follows instructions; responds to management direction; takes responsibility for own actions.
- **Initiative** - Asks for and offers help when needed. Undertakes self-development activities.

REQUIRED CRITICAL SKILLS, TRAINING, & EDUCATION

- Minimum of 2 years of administrative or volunteer experience
- High school diploma or GED
- Proficient with computers including Internet, email, Microsoft Office
- Agrees and aligns with the vision, values, and doctrinal [Statement of Beliefs](#) of Rock Point Church.

PREFERRED REQUIREMENTS

- Minimum of 3 years of administrative assistant experience
- Proficient in Microsoft Office 365
- Working knowledge of Concur expense system
- Working knowledge of Church Community Builder (CCB)

PHYSICAL REQUIREMENTS

- While performing the duties of this job, the employee is regularly required to stand and walk, kneel, and will occasionally be required to do some lifting (up to 50 pounds).
- While performing the duties of this job, the employee is regularly required to sit for long periods of time while working on database responsibilities.

PERSONAL LIFE REQUIREMENTS (POST-HIRE)

- Model biblical understanding and maintain a consistent personal devotional life.
- Model biblical commitment and become a covenant member of Rock Point Church (exceptions allowed on a case-by-case basis with Lead Team approval).
- Model biblical family life before the body and regularly attend worship services with your family.
- Model biblical integrity and conduct personal life in a manner consistent with Rock Point Church's core values.
- Model biblical community.
- Model biblical generosity and financially support Rock Point Church.