**Springfield Baptist Church**

4309 Auburn Knightdale Road, Raleigh, NC 27610

**Job Title: Church Activities Coordinator**

**Job Function:** The Church Activities Coordinator reports directly to the Pastor and is a part-time position. The Church Activities Coordinator must be good at multitasking and prioritizing projects. The person must be detailed oriented, flexible, a self-starter, personable, dependable, and functions well on a team. The Activities Coordinator should always exhibit professionalism, good work ethics and the ability to maintain confidentiality. The person should enjoy dealing with people and possess good organizational and communication skills. The Activities Coordinator must have the ability to organize and process information and follow directives from the Pastor. The Church Activities Coordinator must be committed to Christ, have a passion for Springfield Baptist Church and have high standards of Christian conduct.

**RESPONSIBILITIES/DUTIES:**

1. Establishes and maintains a master calendar database of all events related to the Springfield Baptist Church Campus
2. Directs the planning, coordinating, conducting and evaluating of the events on the Springfield Baptist Church Campus
3. Identifies rental conflicts and provides resolutions to identified problems
4. Keeps all records of the administrative forms related to all events on the Springfield Baptist Church Campus
5. Answers calls and conducts tours for potential rental of the Springfield Baptist Church Campus
6. Markets and publicizes facility rentals for the Springfield Baptist Church Campus utilizing Church website, posters, brochures, flyers, etc.
7. Works collaboratively with the Assistant Church Secretary in coordinating calendar events held on the Springfield Baptist Church campus
8. Coordinates and oversees the Church Summer Camp
9. Recruits, trains, and supports volunteers to assist with the activities, events, and programs that take place on Springfield Baptist Church Campus
10. Coordinate with the Church’s Facilities Manager in order to set up, breakdown, and clean-up for events
11. Communicates rental rates and policies
12. Coordinates the signing of facility rental contracts
13. Directs potential renters to Church Treasurer for event rental deposits and payments
14. Perform other duties as assigned.

**QUALIFICATIONS:**

High school or General Educational Development diploma required

Two to four years professional or volunteer experience in event coordinating or related field preferred

Must be proficient with office equipment and possess strong computer skills needed to manage and schedule volunteers and groups

Must be able to communicate well in public and private, work in a busy environment, and manage volunteers with grace

Must have a heart for the ministry of Springfield Baptist Church and the people of this church family

**HOURS:**

Monday – Friday

Part-time

Springfield Baptist Church **Activities Coordinator**

Personnel Committee 122019