

BFC Event Coordinator Position at Belvedere Family Church

Drissa Kone
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Belvedere Family Church

Greeting brothers and sisters of Belvedere community!

We are currently seeking to hire an event coordinator for the Belvedere community. Please see the attached job advertisement. If you know someone who might be interested, please forward this email to them! If You are interested, please contact Dr. Kone at idrisena80@gmail.com

Job Title: Belvedere Family Church - Event Coordinator

Job Brief: The Belvedere Family Church (BFC) is seeking to hire an enthusiastic and motivated Event Coordinator. The Event Coordinator is responsible for the management and coordination of all events held for the Belvedere Family community. Events include any major church holidays, social events, and volunteer appreciation events. Events do not include regular Sunday services or events not related to the local BFC community. The Event Coordinator will serve as a liaison between the community and our Headquarters/Pastor for any questions and feedback. This role requires anticipating project needs, travelling to venues, meeting deadlines with little supervision, communicating with appropriate personnel (vendors, volunteers, etc.), and working in a professional manner. The Event Coordinator must also be able to work in teams and independently.

Compensation and Job Type:

Compensation: \$500/month

Part time: 10 hrs/week (The number and size of events per month will fluctuate, but the expectation is an average of 2-3 events per month of around 75-100 people.

Approximately 15-20 hours per event for the below listed responsibilities.) Will be reviewed for 3-7 months after date of hiring.

Job Duties and Responsibilities

Gather information and research for event to achieve event expectations. This includes speaking with Head Pastor to understand the vision and environment that is desired for the event.

Create an organized program for each event including Seonghwa (Funeral) ceremonies Manage all aspects of volunteer committees and volunteer coordination, including but not limited to, recruitment,

supervision, training, and acknowledgement in order to ensure volunteer satisfaction.

Coordinate event logistics in a timely manner and communicate with any appropriate personnel for event (i.e. guest speakers, AV team)

Plan event promotion with BFC's Administrative Assistant.

Report to Head Pastor regarding event planning, implementation, progress of event, and any need for resources.

Respond to any inquiries or comments community members may have regarding the event.

Monitor finances in order to maintain budget for each event. Travel to each venue to ensure venue is appropriate for event. Contact vendors or purchase materials necessary for event.

Promote and delegate individual invitations to build the social momentum around an event.

Propose new ideas to improve the event planning and implementation process.

We believe the ideal candidate has:

Excellent communication (both written and verbal) and interpersonal skills Previous experience with event coordination in a non-profit setting

Ability to organize events/projects with little supervision, but with professionalism, preparation, and great detail

Proficiency in MS Office Excellent time management skills

Enthusiasm and flexibility with unexpected changes

If you are interested in this opportunity, please send your resume to hsawestrock@yahoo.com.