

Belvedere Family Community: We're Hiring - Event Logistics Coordinator Needed

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We're Hiring: Event Logistics Coordinator Needed at Belvedere!

Dear Belvedere Family,

Do you enjoy serving others, staying organized, and helping to make our community gatherings run smoothly?

Would you like to support our church while earning some extra income?

If so, this opportunity might be just for you!

Now Hiring: Event Logistics Coordinator

We are looking for a reliable, hands-on, and detail-oriented person to serve as our new Event Logistics Coordinator for the Belvedere Family Community.

This role focuses on ensuring that all BFC events are properly set up, managed, and cleaned up - so that our community can enjoy meaningful and stress-free gatherings.

Key Responsibilities:

- Oversee setup and breakdown of events

- Manage logistical details for gatherings such as major holidays, socials, volunteer appreciation events, and church functions

- Coordinate on-site needs (tables, chairs, signage, supplies, etc.)

- Average of 2 - 3 events per month (75 - 100 participants each)

Note: This role does not include planning regular Sunday services or long-term event strategy/marketing.

Interested or want to learn more?

[CLICK HERE for details](#)

Or contact Pastor Justin or Chris Perkins [chrisperkins2007@ gmail.com](mailto:chrisperkins2007@gmail.com) directly.

P.S. This is an essential role for the life of our community. Even if you feel only a little bit called to help - please reach out to learn more. No obligation - just information to help you decide!

BFC Event Logistics Coordinator

Job Brief:

The Belvedere Family Community (BFC) is seeking a reliable and detail-oriented Event Logistics Coordinator to support the execution of community events. This role is focused on ensuring that each event is set up and broken down efficiently, that logistical elements are handled in a timely and organized manner, and that coordination with staff and volunteers runs smoothly.

This role does not include planning regular Sunday services or overseeing the full strategy or marketing of events, but does include hands-on coordination for major holidays, community socials, volunteer appreciation events, and other church functions. The average is 2–3 events per month, typically with 75–100 participants.

Estimated workload is 15–20 hours per event, including prep, communication, and on-site support.

Compensation and Job Type:

- Compensation: \$500 / month
- Hourly Rate: \$17/hr
- Part-time: Avg. 7 hrs/week (fluctuates with event calendar)

Key Responsibilities:

- Coordinate event logistics, including:
 - Setup and breakdown of chairs, tables, signage, tech equipment
 - Food and material pickup/delivery
 - Coordination with AV team and other support teams

- Work with volunteers to help execute physical setup and cleanup tasks
 - Communicate with relevant staff, vendors, and guest personnel as needed
 - Attend events to ensure logistical flow and respond to needs as they arise
 - Purchase or secure necessary materials for events
 - Ensure venue readiness and suitability before each event
 - Report to the Head Pastor with logistical updates and needs
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Ideal Candidate Profile:

- Strong organizational and problem-solving skills
 - Comfortable lifting, moving, and setting up physical equipment and supplies
 - Good verbal communication and teamwork skills
 - Able to coordinate multiple tasks with minimal supervision
 - Flexible, reliable, and able to adapt to last-minute changes
 - Familiar with Google Docs and basic scheduling tools
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Sample Events You'll Support:

- Midnight Prayer Services
- Ice Skating Outings
- Offering Table Ceremonies
- Seonghwa Ceremonies

- ACLC & UPF Events
- Blessing Ceremonies
- Cheonbo Celebrations

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