

## JOB DESCRIPTION

**Job Title:** Special Events & Project Coordinator

**Time Required:** Varying based on the project

**Level:** Part time

**Date Prepared:** 2.2022

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### I. **Purpose of the Role:**

The person in this role must have a genuine and biblical servant attitude. This includes the ability to graciously handle unexpected or difficult situations, conflict resolutions, and change management with a positive attitude. The Special Events and Project Coordinator will work closely with the Staff Director, staff and leaders of Citygate Church.

### II. **Experience and Knowledge Required:**

- Proficient computer skills in the following: Microsoft Word, Excel, PowerPoint, and Internet/Email, Pages, Numbers, Mac Programs
- Excellent organizational and communication skills
- A self-starter able to work independently with little to no supervision
- Strong time management skills with the ability to effectively prioritize
- Ability to lead, direct, and manage programs, projects and collaborate with people
- Flexible and resourceful
- Strong strategic thinking skills
- Good judgment; able to see cause and effect and provide guidance to avoid issues.
- Must possess a proven ability to work effectively with diverse individuals and teams of volunteers
- Ability to perform duties in accordance with the mission, vision, and values of Citygate Church

### III. **Essential Functions and Responsibilities:**

- Oversee and lead church wide special events and projects
- Oversee the ordering of supplies for church wide special events
- Oversee organizing team responsibilities for special events
- Build and empower an events team of volunteers with leaders to assist in coordinating each event
- Collaborate with Communications and Social Media team to devise and execute creative marketing strategies to ensure events are well communicated church wide and community wide, if applicable.
- Collaborate with executive team to create and propose budgets for each event while to maintain good stewardship of the financial contributions of Citygate Church
- Build and establish relationships with vendors and venues for future events
- Organize and track church wide special events and project to ensure detailed intentionality and excellence in execution