

Job Description



Employee's Name:	
Job Title:	Events Coordinator
Reports To:	Vice President of Advancement
Department:	Administration
Campus:	Downtown
Exempt Status:	Exempt
Position Type:	Full-time, At Will
Employee Type:	Staff
Number of Hours per Week:	40-45

Aim:

The Events Coordinator for Bethlehem College & Seminary shall earnestly seek to spread a passion for the supremacy of God in all things for the joy of all peoples through Jesus Christ by overseeing, coordinating, and executing events to the glory of God. The Events Coordinator shall maintain a Christian spirit of love and service toward the Bethlehem College & Seminary staff, faculty, and students, in accordance with Bethlehem College & Seminary's mission and *Community Declaration*.

Qualifications:

1. Model servant leadership and exhibit a helpful, joyful attitude.
2. Sustain a vital, growing relationship with the Lord through personal and corporate worship, study of God's Word, prayer, and regular, ongoing fellowship with believers at Bethlehem.
3. Seek to undertake duties in the power of the Holy Spirit, undergirded with prayer, guided by the Scriptures, and manifesting the character of Christ for the glory of God.
4. Be a member in good standing of Bethlehem Baptist Church or, if not a member when called to the church, become a member as soon as possible, ideally completing the membership process within three (3) months of the date that employment begins.
5. While ensuring first loyalty is to God and the Word, support the leadership (board of trustees, president's cabinet, and deans) of the school generally and specifically for specific area of employment. Strive to maintain positive and fruitful relationships with other Bethlehem employees, leaders, and students. While concerns or differences of opinion may arise, all employees will communicate in a biblical manner and abide by appropriate supervisory direction and any final determinations of the President's Cabinet.

6. Have the vision and organizational skills necessary to work effectively within the context of a church-based school and large church with multiple staff members and ministries.
7. Strictly maintain appropriate confidentiality according to the guidelines set forth in the *Employee Handbook*, *Community Declaration*, and the church's *Relational Commitments*.
8. Sign our *Employee Handbook* Acknowledgement Form, Mediation and Arbitration Agreement, and must comply with all applicable school policies.
9. Give servant-hearted support to specific area(s) of departmental service as well as to the broader needs of Bethlehem College & Seminary.
10. Have experience with Apple, Microsoft Office, and Google software.
11. Have a good understanding of the people, projects, and work under his/her responsibility and demonstrate faithfulness and good follow-through both in collaboration with other school partners and in independent efforts related to his/her role.
12. Demonstrate a commitment to personal and professional growth by attending appropriate training, development, and team-building events.
13. Have at least two years prior event coordination and execution experience.

Requirements:

Should be ...

1. A self-starter and an initiative-taker
2. Detail oriented
3. Flexible
4. Able to manage stressful situations
5. Familiar with Bethlehem ministry values, ethos, and priorities
6. Eager to serve in both humble, unseen and visible, discernible ways
7. Proactive in communicating with others on a team
8. Customer focused

Should have ...

1. Excellent interpersonal skills
2. Excellent social media, written, and verbal communication skills
3. Excellent time management and organizational skills
4. Excellent administrative skills
5. Excellent attention to details while managing priorities under the pressure of tight deadlines and multiple projects
6. Computer competence
7. Team orientation, collaborating well with others
8. Strong creative and conceptual thinking
9. In-depth problem solving and follow-through skills
10. Ability to exercise sound judgment within established guidelines
11. Ability to work well under direct supervision or independently with minimal instruction

Responsibilities:

Plan, organize, manage, and execute Primary Events (60%)

1. Annual conference for pastors and church leaders with more than 1,000 attendees, typically hosted off campus at a larger venue
2. Annual commencement ceremonies for graduating students and their families, typically hosted at Bethlehem Baptist with 700–900 attendees. Includes a reception following the ceremony, associated contributor engagements, and an all-school farewell picnic
3. Annual student orientation and welcome weekend events, typically including a day of orientation and an all-school welcome picnic

Plan, organize, manage, and execute Secondary Events (40%)

1. A variety of lecture series events open to the general public, all-school, and all-church attendees
2. Student house events including Interregnum
3. All-school events including the offsite fall party and the Christmas party
4. Contributor events for smaller gathering at off-site venues
5. All-staff and faculty planning days
6. Other events as determined

Should...

1. Work to provide clear, concise communication to the staff and faculty and event attendees as necessary
2. Work with the Communications Manager to design and initiate public communications regarding outward-facing events
3. Work in cooperation with and coordination with an event planning committee and/or the President's Cabinet, and/or academic team, as appropriate
4. Plan and execute events that represent the values of Bethlehem College & Seminary
5. Effectively minister to conference attendees
6. Work toward meeting and exceeding event attendance expectations
7. Set and track budget needs and revenue goals for events and work to achieve or exceed them
8. Plan adequate cash flow for each event from exhibitors, sponsors, and registrations
9. Manage exhibitor and sponsor relationships leading up to events
10. Manage all conference speaker care, pre-conference communication, travel and accommodations, conference itinerary, speaker meals, author signings, and speaker hosts
11. Manage arrangements with conference facility, hotel, bookstore, audio/visual, food and beverage, decorator, printing, photography, translators, designer contracts, agreements and riders
12. Supervise and direct all event-support personnel (staff, contractors, and volunteers)
13. Manage contract and layout details with event bookstore partner (when necessary), ensuring appropriate product mix, competitive pricing for attendees, but with a view to creating a strong and consistent revenue stream for Bethlehem College & Seminary through event stores
14. Reserve rooms and vehicles
15. Shop for supplies

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- 16. Transport supplies to and from events
- 17. Keep events inventory organized

Additional Duties

- 1. Assist with other duties as requested

Approved By: Vice President of Administration and Office Management, April 2021

Vice President of Advancement:

Rick Segal

Signature _____ Date: _____

Events Coordinator:

Signature _____ Date: _____