

Primary Objective

To provide leadership in the planning, administration, and execution of Village Church fundraising events (Galas, Golf Tournament, Campaign events, etc). To provide operational excellence in delivering events to the highest standards. This includes oversight of all areas of event planning with registration, volunteer mobilization, training & coordination, email maintenance, communication and community partnerships; creating community awareness for events, organization of activities while coordinating and collaborating with all departments across the Village Church organization. The Event Leader reports to the Director or Guest Services & Events.

Demonstrated Qualities

The Event Leader demonstrates these characteristics

- Experience in planning events
- Highly organized
- High level of customer service skills and attention to excellence
- Superior communication skills
- Passion for events
- Ability to take and follow direction
- Meets Village membership requirements

Responsibilities

- Leads, coordinates, plans and executes events
- Performs tasks assigned by the Director of Guest Services and Events
- Supports event promotion initiatives as needed
- Creates Basecamp templates for events, as needed
- Attends events to assist with the facilitation of operations and responds to emergencies, problems, etc.; ensures assigned aspects of events are implemented and controlled according to plans
- Maintains records on event activities, progress, or status
- Provides research support and completes tasks required for event execution
- Processes event payments, as needed
- Supports the Events team by organizing, training, and supervising volunteers, as needed – this includes the promotion, mobilization and recruitment of volunteers as well

Work Week

- This depends on the event and whether one person is responsible for multiple events. It could be for 1-3 people depending on person, hours, events available
- A typical event would start with just a few hours a week and then increase as the event approaches – to almost full-time the last few weeks. Again, depending on the scope
- It therefore ranges from 8 – 40 hours