**Team Leader**

**Event Planning Team**

**Position Description:**

Works in coordination with church staff & Event Team Members to plan, organize and oversee evangelistic events. Instrumental in ensuring the quality of events through attention to detail, organization & teamwork. Responsible for all major yearly events (Easter, Christmas, Friend Day, Fall Festival, etc.) and small monthly/quarterly events (Baptism, Child Dedication, etc.).

**Position Details:**

* Position Type: Volunteer
* May Be Filled By: Church Member
* Minimum Maturity Level: Stable, Maturing Christian
* Spiritual Gifts: Administration – Helps/Service
* Best Personality Traits: Organized – Creative
* Length of Service Commitment: 1 Year Minimum
* Anticipated Time Commitments: Varies Depending on Events

**Essential Duties & Responsibilities:**

* **Marketing, Communications & Reporting**
  + Maintain event registration.
  + Generate registration report on schedule and on-demand.
  + Create and maintain ongoing communications to staff, volunteers, vendors, attendees and guests with messaging such as invitations, reminders, logistics, contracts, etc.
  + Coordinate with Marketing & Promotions Team to develop materials for events to include print & electronic communications.
  + Coordinate with follow up team to ensure that invited guests have received follow up contact.
  + Create and maintain project specific budgets, including submission of invoices for payment, ensuring all vendors are paid for services rendered in a timely manner.
  + Provide regular reports to staff liaison that includes event logistics and budget updates.
* **Event Logistics**
  + Act as central point of communication for event vendors and liaise with contracted service providers.
  + Secure quotes, contracts and negotiate terms and service delivery required for event logistics.
  + Coordinate logistics with event vendors and service providers.
  + May arrange space, exhibits, banquets, receptions and other applicable activities.
* **Volunteer Coordination**
  + Work with other ministry leaders to involve various ministry teams in evangelistic events.
  + Recruit and schedule all volunteers to staff each event as required.
  + Maintain a list of team members’ names and contact information.
  + Listen for complaints from within the team. Make every effort to maintain unity within the team.
  + Be a leader with whom the group is comfortable and trusts. Be a leader that leads with love and care rather than being a drill sergeant.
* **Event Research/Analysis**
  + Gather and present information via telephone or internet pertaining to site selection, venues, event vendors and speakers.
  + Deliver post event data and analysis reports.

**Skill and Experience:**

* Ability to plan, develop and coordinate multiple projects.
* Strong organizational skills and detail oriented.
* Excellent written and verbal communication skills.
* Proficient with Microsoft Word and other relevant computer software.
* Strong team player – able to ask for and provide support when required.
* Intuitive with a keen sense of awareness – can anticipate problems.
* Ability to coordinate and organize meetings.
* Knowledge of basic accounting principles.