



JOB DESCRIPTION EVENT COORDINATOR

Position: Part-time, Salaried, Exempt

Reports to: Director of Operations

Department: Administration/Events

Location: Hybrid

The major purpose and responsibility of the Event Coordinator is to manage and execute a broad range of church and Life Center events. This role involves planning, coordinating, and overseeing logistics to ensure seamless operations, aligning all events with our brand standards for "The Luke Experience." The Event Coordinator will work closely with church leadership, staff, volunteers, and external vendors to ensure successful event execution and uphold our mission to foster meaningful engagement within our congregation and community while building bridges for future generations.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

GENERAL

- Pray for Senior Pastor, ministerial and administrative staff, and Church family.
- Supports church in financial endeavors (tithes and offerings, etc.)
- Be early and prepared for all scheduled and vital meetings.
- Establish and foster exemplary relationships with 1st Family, Staff/non-staff workers, church membership, business partners, and the community.
- Perform other duties as assigned, including by the Senior Pastor.

EVENT COORDINATION AND SCHEDULING

- Plan, delegate, and manage execution of assigned Church-related and Life Center events to meet the targeted vision, including special events, weddings, funerals, baptisms, concerts, staff retreats, seasonal programs, and conferences.
- Develop event schedules, collaborate and coordinate with ministry leaders and departments, and ensure timely communication of event logistics.
- Research and book vendors.
- Execute and/or coordinate setup, breakdown, and day-of event requests.

PROJECT MANAGEMENT

- Utilize project management software to create timelines, collaborative tasks, and monitor event progress through completion.
- Coordinate resources and manage project milestones to ensure each event progresses smoothly from initial planning through execution.
- Conduct event evaluation and debriefing after completion.
- Manage event scope and stakeholder expectations.



THE LUKE CHURCH

DR. TIMOTHY W. SLOAN - SENIOR PASTOR

BRAND MANAGEMENT

- Ensure all events reflect "The Luke Experience" by aligning with the church's brand standards.
- Collaborate with the Director of Facilities and Security to coordinate building logistics.
- Collaborate with Communications, Operations, and Creative Design Teams to maintain cohesive branding across event visuals, materials, signage, marketing messaging, and promotions.

VENDOR RELATIONS AND BUDGETING

- Serve as the primary point of contact for vendor relationships, including rentals, catering, decorators, and AV providers.
- Develop and manage event budgets, securing cost-effective solutions and adhering to financial guidelines.
- Manage vendor logistics, including booth setup, seating, signage, and decorations.

COMMUNICATION AND COLLABORATION

- Engage with church staff, volunteers, and external stakeholders to align event goals, deliverables, timelines, and branding expectations.
- Communicate changes to event details in a timely manner to stakeholders.
- Foster positive relationships within the church and community to enhance the overall experience of each event.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED FOR THIS POSITION

- Requires a high school diploma or equivalent with at least five years of experience in the field or a related area, preferably in a religious or nonprofit environment.
- Familiar with a variety of the field's concepts, practices, and procedures.
- Rely on experience and judgment to plan and accomplish goals.
- A wide degree of creativity and latitude is expected, ensuring visual appeal.
- May direct and lead the work of others.
- Must demonstrate excellent customer service skills at all times.
- Must possess the following skills: strategic planning, verbal communication, multitasking, leadership, time management, project management, and proficiency in event scheduling and project management software.
- Must demonstrate the ability to receive instruction, interpret it, develop a plan of action, and communicate to necessary parties.
- A self-motivated person who can effectively work independently without supervision and produce results.
- Must demonstrate agility, adaptability, and a high capacity to solve problems in a high-capacity work environment.
- A Christian in full agreement with The Luke Church's statement of faith, willingness, and ability to serve Christ and His church; spiritually mature.



THE LUKE CHURCH

DR. TIMOTHY W. SLOAN - SENIOR PASTOR

ADDITIONAL DETAILS

- **Work Environment:** The role requires flexibility, as events may be scheduled during weekends and evenings.
 - **Physical Requirements:** Ability to lift up to 25 pounds and stand for extended periods during event setups.
-

Interested Applicants, please submit your resume, cover letter, and two professional references using “Event Coordinator Application” in the subject line to:
abailey@theluke.org