

EVENT COORDINATOR

MULTI-CAMPUS | [PART-TIME]

PURPOSE STATEMENT

As the Multi-Campus Event Coordinator, you'll skillfully guide the planning and execution of events for Southside Church and the community, creating meaningful experiences for all.

KEY ATTRIBUTES

- ◆ Multi-tasker
- ◆ Problem-solver
- ◆ Team-Player

REPORTS TO

Guest Experience Director

WORK HOURS

20 hours per week, some flexibility

HOURLY WAGE/ SALARY

Based on education and experience.

RESPONSIBILITIES

- ◆ Plan and execute diverse events (workshops, seminars, etc.)
- ◆ Manage all event logistics (venue, budget, vendors)
- ◆ Collaborate with partners for successful event execution
- ◆ Track event finances and report to management
- ◆ Manage contracts and payments
- ◆ Collect and analyze event feedback for improvement
- ◆ Represent Southside Center to the community
- ◆ Collaborate with Marketing for effective event promotion



**SOUTHSIDE
CHURCH**

777 Robinson Rd, Peachtree City, GA | southside.org