

Christmas Tea Coordinator (Seasonal)

Department: Women's Ministries

Reports To: Associate Pastor, Spiritual Formation

Exemption Status: CONTRACT

Schedule: Variable hours (10-40 hr/wk)

Approved By: Brenda Corey

Approved Date: 9/8/2017

SUMMARY

This is a contract position, providing administrative support and event coordination for Bel Air Church's Christmas Tea. The Coordinator demonstrates strong communication skills, and the ability to work well in a fast-paced environment with a range of stakeholders, including guests, table hosts, volunteers, and church staff. The Coordinator demonstrates proficiency in MS Excel, Word, and Outlook. Effectively represents Bel Air Church's mission and ministry within the church community, as well as with vendors, guests, and the general public.

NON NEGOTIABLE:

- Live the Bel Air Church mission, vision, and values
- Highly collaborative, motivated, and team focused in a fast paced environment
- Emphasizes team, multiplies networks within the community, self-starter
- Works well in a learning, dynamic and constantly changing environment
- Problem solver not a "problem bringer"
- Conceptually "gets" social media

MEASURABLES:

- Service orientation
- Judgement and problem solving
- Attendance, reliability, productivity, and quality of work
- Ability to build effective teams and healthy working relationships
- Leadership and mentorship
- Interpersonal communication
- Stewardship of Bel Air Church vision and resources

ESSENTIAL DUTIES AND RESPONSIBILITIES

Coordinate the Bel Air Church Christmas Tea

- The Christmas Tea will take place the morning of Saturday, December 2nd, 2017, and anticipates 800-1,000 guests and volunteers.
- The project will conclude by December 7th, 2017.
- Work closely with volunteer leaders in planning and preparation for the event
- Oversee event registration for volunteers, hostesses, and guests
- Serve as central contact for volunteers, hostesses, and guests
- Coordinate volunteer and butler registration and assignments
- Prepare table assignments
- Work with the BAC Facilities Director and team to secure campus resources and logistics for the day of

the event

- Lead room setup, including décor, for the event
- Coordinate with the BAC Tech Arts team to ensure all sound/video needs are met
- Coordinate with BAC Kitchen Coordinator to secure kitchen resources
- Coordinate with the BAC Communications team on event promotions
- Handle all communication with related vendors
- Working within a budget, document and submit all expenses through the BAC Finance Office
- Other related duties as required

The anticipated time requirements for this project are:

- 10 hrs/wk throughout the month of September
- 15 hrs/wk throughout the month of October
- 40 hrs/wk the week of November 6th
- 40 hrs/wk the week of November 13th
- 16 hrs/wk the week of November 20th
- 40 hrs/wk the week of November 27th (this included the day of event on December 2nd)
- 10 hrs/wk the week of December 4th
- This project will conclude by December 7th.
- These hours are approximate may be adjusted according to need.

POSITION REQUIREMENTS

Qualifications: Must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Prior experience coordinating successful events with an attendance range of 750-1,000.

Language Skills: Ability to read and comprehend complex instructions, correspondence, and memos. Ability to write lengthy, professional correspondence. Ability to effectively communicate complex concepts in a clear and fluid manner in one-on-one and small group situations to stakeholders of the organization.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability: Ability to understanding and carry out detailed, complex conceptual, written or oral instructions. Ability to creatively and efficiently handle problems involving complex variables in varying situations using business acumen.

Computer Skills: Proficiency in Microsoft Applications with emphasis on Excel, Word, and Outlook required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this project. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this project, the individual is regularly required to sit and talk or hear. The individual is frequently required to use hands to touch, handle, or feel. The individual is frequently required to stand and walk, crawl, bend, lift and reach. This individual will routinely be required to use standard office equipment, such as computers, telephones, photocopiers, fax machines, scanners, and filing cabinets. The individual must have the ability to lift and carry up to 20 lbs.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an individual encounters while performing the essential functions of this project. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This individual operates primarily in an office and reception hall setting. The individual will interact regularly with individuals and groups in office and meeting spaces, and outdoor areas of the church campus, and potentially at off-campus sites, including while traveling to and from those sites.