

STONECROFT MINISTRIES

JOB DESCRIPTION

Job Title: Events Assistant

Department: Ministry Development

Brief Description of Position: The Events Assistant will work 30+ hours per week with a flexible schedule, including some weekends. This position is responsible for assisting the Events Manager with national, ministry-driven events as well as events held through the rental of Home Office property.

Classification: Non-exempt

Reports To: Hannah Wilson, Events Manager

Essential Duties and Responsibilities:

1. Follow the policies and procedures stated in the Stonecroft Ministries Handbook.
2. Apply standardized forms, procedures and processes for the planning and implementation of events.
3. National (and International) Events – Assist the Event Manager in the execution of planning events and conferences. Tasks include, but are not limited to the following:
 - Communicating (via phone, email, letters) with vendors, volunteers, people involved in the programming.
 - Do any needed research or fact-finding for event components
4. Ministry Events on Home-Office Property – provide logistical support for the events department and the other departments that host ministry events on property.
 - Communicating (via phone, email, letters) with vendors, volunteers, people involved in the programming.
5. Home-Office Facility Rental – provide outside organizations with the planning and execution for events they hold at Stonecroft’s Retreat Center including but not limited to:
 - Take and respond to calls and email from clients
 - Create Rental Facilities Agreements
 - Develop invoices
 - Give Tours of property
 - Assist in the on-site coordination of rental group as “Event Planner On-Call”; oversee execution of event, including food service
 - Develop “Welcome Packet” for rental groups
6. Work closely with the hospitality and facilities department to execute logistics for events.
7. As directed by Events Manager, provide support for the Field Directors to help achieve successful regional events.

Other Responsibilities:

Perform all other duties assigned by supervisor.

Qualifications:

1. A personal and growing relationship with the Lord Jesus Christ which is naturally communicated through word and actions
2. Ability to organize and oversee multiple ongoing projects simultaneously
3. Creativity, organizational and problem-solving skills
4. A commitment to help serve ministry guests & staff in an efficient manner
5. Self-motivated, able to work independently with minimal supervision
6. Strong verbal, written, and interpersonal communication skills
7. Intermediate knowledge of Microsoft Word, Excel, and ability to quickly learn new computer software
8. Guest service or events experience is preferred

Physical Demands:

- Must be able to move 25-50 pounds occasionally.
- Must be able to remain in a stationary position frequently
- Must occasionally move about inside the office to access file cabinets, office machinery, etc.
- Must be able to operate a computer for long periods of time, as well as other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Must be able to communicate with people who have inquiries about the different types of events.
- Must be able to recognize and identify visual aesthetics of events.