

DIRECTOR OF EVENTS JOB DESCRIPTION

Job Title: Director of Events
Status: 40 Hours per Week
Supervisor Title: Director of Guest Experiences
Date Prepared/Revised: April 3, 2024

The Director of Events oversees the planning and execution of ministry-wide events that take place on the church grounds to ensure that a comfortable and welcoming environment is being created so people can become fully engaged followers of Jesus. This role works directly with the Director of Guest Experiences to ensure all events are meeting the expected level of excellence required throughout all Rivers Crossing events.

Competencies:

- High level of organization
- Ability to manage multiple projects and processes
- Independent worker
- Ability to collaborate with all departments
- Fast paced
- High level computer skills (Planning Center, Microsoft Suite, Google Calendar Docs and Sheets and Canva)
- Excellent communicator – both written and verbal
- Strong interpersonal skills and high emotional IQ
- Ability to recruit, delegate and lead teams as necessary

Responsibilities:

- Sunday Morning Coffee Shop and Church Merch Store
 - Oversee the recruitment, staffing, training and operations of each store
 - Maintain accurate and up to date inventory on all supplies and products
 - Establish and maintain equipment servicing schedules
- Inventory Management
 - Oversee inventory tracking, stock, product usage, ordering and vendor relationship
 - Inventory management includes but not limited too all coffee shop supplies and merch store inventory
- Oversee Events and Utilization for Outdoor Community Space and Lobby Experiences
 - Facilitate approximately 30 events per year that take place in Community Space
 - Create lobby experiences for Easter, Christmas and Special Series
 - Oversee the hospitality for Staff Retreat, Staff Christmas Party, and Staff/Volunteer food at Christmas and Easter
- All other duties as assigned and related to events and hospitality around the church.

Key Strengths:

- Responsibility, Strategic, Developer, Communication, Arranger and Achiever

Personal Responsibilities

- Maintain God ordained priorities in your life by putting Jesus Christ first, your spouse second, your children third and the ministry fourth.
- Give at least 10% of your income to the vision of Rivers Crossing.
- Be loyal to the vision and staff of Rivers Crossing and always protect the unity of the church.
- Invest and invite your 8 to 15 to know Jesus and come to Rivers Crossing.

To apply email your resume to bdern@riverscrossing.com