

# Job Title: Event Planner/Coordinator

---

Market, sell, and manage church rentals with a high level of creativity and attention.

## **Key Requirements:**

- Excellent written skills including experience writing marketing or public relations text
- Strong interpersonal skills including experience building and maintaining relationships with a diverse network of individuals and organizations
- Strong organizational skills including attention to detail and ability to multi-task
- Time management skills and ability to prioritize a large volume of tasks
- Self-motivation, enthusiasm and willingness to learn
- Great customer services skills
- Proven track record of attracting clients and managing rental venues

## **Responsibilities:**

- Develop and maintain marketing tools including marketing strategy, standard contracts and pricing models and other materials and processes to standardize and streamline church rentals
- Maintain contacts with local vendors to promote and develop rental activity for the church
- Create contractual agreements and budgets with the client ensuring an understanding of facility limits and requirements as well as client needs and wants
- Communicate all budget, space and vendor progress with the clients
- Proactively communicate and resolve rental and vendor problems that arise with the client and/or vendors
- Maintain communication before and during the event with outside vendors as needed
- Open and close the facility in a timely manner based on rental agreements
- Welcome guests and address contracted client needs
- Prepare and execute a detailed outline of each event, with client needs, contracted items, excluded items and other important details
- Proactively plan events with consideration for church needs and values and with consideration for impact on the church and neighborhood
- Arrange meeting space, food and drink, music, visuals and other client needs as per contract
- Break down, restore chair and table configurations, clean, and secure the church after rental events
- Arrange all included aspects of events while following all church and safety standards
- Provide complete reports of each event to church including facility and/or rental issues/problems and proposed resolution and all details of rental contracts with receipts as appropriate
- Evaluate church facilities and provide input to Board on maintenance and improvements recommended to improve/increase marketability of church rental

# Job Title: Event Planner/Coordinator

---

Event Planner/Coordinator is a commission based contract within UUCNH. This job provides the Event Planner/Coordinator with 50% of net profit from for church facilities rentals.

All rental fees are paid to the church with the church paying the event planner/coordinator within 10 days of event conclusion and settled payment. Unpaid and unsubstantiated expenses are not expected to be included in commissions paid by the church.

This position is a start-up position and success will be highly related to the individual's activities.

The Event Planner/Coordinator reports to the Minister and may be asked to attend staff meetings as appropriate.

All rental contracts are subject to Board and/or minister approval.