

JOB DESCRIPTION

INNERCITY Administrator & Events Coordinator

Our InnerCity Congregation is looking to employ an administrator and events coordinator. At this stage, we are open to both part-time and full-time applicants. The ideal applicant would be a dynamic individual with strong administrative skills and the ability to manage projects from start to finish. Experience in events or project management would be advantageous for this position. Being part of the events and operations team will require working flexi-hours as some events involve after hour commitments in the evenings. Own transport is vital and the successful candidate will need to be or become a member of the congregation.

The successful candidate must:

- Be a competent communicator;
- Be approachable and trustworthy;
- Have excellent interpersonal skills & display the ability to develop positive working relationships with volunteers & suppliers;
- Have a mature and responsible attitude towards work with the ability to take ownership of projects;
- Be adaptable to new projects and requirements;
- Have advanced attention to detail;
- Have excellent time management & organisational skills;
- Be highly proactive & have good self-leadership skills;
- Have good problem-solving and decision-making skills;
- Have good basic computer skills.

Roles & responsibilities (include, but are not limited to):

Sunday Service Logistics/Administration (Ensure Sundays run smoothly)

1. Responsible for opening/closing of venue;
2. Oversee setup/pack-up and clean-up of venue on Sundays;
3. Oversee all Sunday volunteer teams (such as multimedia, sound, coffee setup/pack-up, involvement desk, welcome duty, counting & parking).
4. Take care of admin and logistics:
 - Ensure Involvement desk items get to meeting;
 - Create weekly rosters and outlines where needed;
 - Make sure multimedia videos & slides are ready for Sunday;
 - Casual staff payments;
 - Manage storage and maintenance of equipment;
 - Ensure catering items are ordered for Sunday services;

5. Do weekly a follow up from Sunday welcome forms, including small group allocations & e-loop signups;
6. Initiate and improve on existing structures and patterns where possible.

Events Coordination (Overseeing admin & logistics for all InnerCity events)

1. Oversee and administrate planning, registration, communication and follow up for events;
2. Work closely with market place leaders of various events in terms of logistics and administration;
3. Secure and partner with event hosts;
4. Coordinate setup/catering/administration requirements;
5. Initiate "special events" volunteer teams to assist in this task.

Work closely with Common Ground existing teams

1. Work as part of the CG (Common Ground) admin staff focused on InnerCity;
2. Represent InnerCity at staff, ops, communications & events meetings;
3. Represent the unique flavour and needs of InnerCity to CG base teams;
4. Work directly with the InnerCity implementer and leadership teams.

General

1. Create and manage calendar for InnerCity:
 - In partnership with the InnerCity implementer.
2. Create and manage budgets for InnerCity:
 - Annual budget in partnership with the InnerCity implementer;
 - Manage month-to-month budgets;
 - Initiate new budget proposals as needs arise.
3. Assist the InnerCity implementer with any additional administration tasks as requested.

InnerCity Small Group Administration

Assist in placements, administration and communication with InnerCity small group leaders.

Media

Work with communications team in developing and updating InnerCity social media (Facebook).

Please submit your motivational cover letter and C.V. to Genevieve Riemer by the 10th of August 2017 (genevieve.r@commongroundchurch.co.za)