

JOB DESCRIPTION

City Wide Events & Operations Co-ordinator

Common Ground is seeking to employ a part-time (25 hours) dynamic individual with strong administrative and organisational skills. The ideal applicant would be someone with high capacity to manage projects from start to finish, as well as having the ability to oversee multiple projects on the go. 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 commitment in the evenings. It would be preferable if the applicant is a member of one of our Common Ground congregations

The successful candidate must:

- Be approachable and trustworthy;
- Have a mature and responsible attitude towards work with the ability to take ownership of projects;
- Have the skill to multi-task and handle projects across all congregations;
- Have a keen ability to delegate and direct 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 basic computer skills;
- Have reliable transport.

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

On average our city wide events team hosts and coordinates five events per month ranging from large scale events of 600 people to smaller, more intimate events of 50 people which require more personal touches. In organising these events, our team is responsible for overseeing and implementing the below aspects.

Event Set Up:

Work along our ground and domestic staff in preparation for events held at our Rondebosch venue.

Media:

Communicate all event media requirements to our graphic designers, videographers and social media staff.

Administration:

Booking of external venues, oversee and organise catering requirements, manage event RSVPs, post event financial reconciliation, all conference logistics, volunteer and data management.

External suppliers:

Coordinate and maintain healthy relationships with supplies (i.e. caterers, venues etc.) and volunteers.

Budgets:

Create and manage budgets (this includes annual, month-to-month and event specific budget)

Please submit your motivational cover letter and C.V. to Genevieve Riemer (genevieve.r@commongroundchurch.co.za) by the 23rd of October 2017.