

## PART TIME CITY WIDE EVENTS INTERN

The City Wide events team at Common Ground Church aims to conceptualise, plan and implement a range of small and large events that serve and impact all eight congregations. These events include our annual women's event, Heartfelt, The Global Leadership Summit, regular eldership events, Pre-Marriage courses and DNA, our church membership course.

We are a small team tasked with many events and we therefore are seeking a paid, part time intern who can offer admin and logistical support for all the tasks and events we are involved in. This role would suit someone with the following characteristics:

- Organised
- Flexible
- High attention to detail
- A great team player and the ability to work independently
- Responsible
- Creative
- Friendly and approachable
- Delegation skills (working with volunteers)

Below is a brief outline of some of the expected responsibilities for this role:

- Event management for smaller events
- Event support for larger events
- Conceptualising and planning décor
- Catering coordination
- Guest liaison and bookings for events
- Supplier liaison
- Briefing and overseeing event setup and pack down
- Sourcing and shopping for supplies for events
- General research
- Data capturing and database management
- General admin assistance for the team
- Assisting other departments with their events where necessary

### Hours:

25 hours per week, to be plotted monthly to accommodate events, team rhythms and after hour's events. Lectures and study timetables will be taken into account and will be given first priority in planning your internship hours.

**Please send your CV and covering letter to Genevieve:**

[genevieve.r@commongroundchurch.co.za](mailto:genevieve.r@commongroundchurch.co.za)

**Deadline for submissions:**

23 October 2017