

JOB DESCRIPTION

Rondebosch AM Events Coordinator

Common Ground Church is seeking to employ **a 25-hour events coordinator to preferably start employment of the 7th of January 2019.** 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 most events involve an after-hour commitment in the evenings. Own transport is vital for this role. The successful candidate will need to be or become a member of the congregation to which they are employed.

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 individuals & 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;
- Be resilient and open to working with various personalities;
- 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 Sunday services;
5. Initiate and improve on existing structures and patterns where possible.

Events Coordination (Overseeing admin & logistics for all Rondebosch AM 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/packdown/catering/administration requirements;
5. Initiate and manage “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 Rondebosch AM;
2. Represent Rondebosch AM at staff, ops, communications & events meetings;
3. Represent the unique flavour and needs of Rondebosch AM to CG base teams;
4. Work directly with Rondebosch AM implementers and leadership teams.

General

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

Media

Work with Bosch AM administrator and implementer in developing and updating Rondebosch AM social media (Facebook).

Work with Bosch AM administrator and implementer to contribute to and compile the weekly mailer as needed.

Please submit your motivational cover letter and C.V. to Human Resources, Charnay Kleinsmith, at charnay.k@commongroundchurch.co.za

Applications for this position will close on the 22nd of November 2018