

JOB DESCRIPTION

Table View Administrator & Events Coordinator

Our Table View Congregation is looking to employ **a part time administrator and events coordinator**. We are looking for a candidate for a part-time position of 20 hours per week. 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 flexible 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:
 - a. Ensure Involvement desk items get to a meeting;
 - b. Create weekly rosters and outlines where needed;
 - c. Make sure multimedia videos & slides are ready for Sunday;
 - d. Casual staff payments;
 - e. Manage the storage and maintenance of equipment;
 - f. Ensure catering items are ordered for Sunday services;
5. Do weekly a follow up from Sunday welcome forms, including life group allocations & Weekly Mailer signups;
6. Initiate and improve on existing structures and patterns where possible.

Events Coordination (Overseeing admin & logistics for all Table View events)

1. Oversee and administrate planning, registration, communication and follow up for events;

2. Work closely with 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 Table View;
2. Represent Table View at staff, ops, communications & events meetings;
3. Represent the unique flavour and needs of Table View to CG base teams;
4. Work directly with the Table View implementer and leadership teams.

General

1. Create and manage a calendar for Table View:
 - In partnership with the Table View implementer.
2. Manage budgets for Table View:
 - Create an Annual budget in partnership with the Table View implementer;
 - Manage month-to-month budgets;
 - Initiate new budget proposals as needs arise.
3. Assist the Table View implementer with any additional administrative tasks as requested.
4. Keep Table View Database up to date

Table View Life Group Administration

Assist in placements, administration and communication with Table View life group leaders.

Media

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

Weekly Newsletter

Create and send Table View’s weekly newsletter through mailchimp

Start date of employment is from 17 March 2019.

Please submit your motivational cover letter and C.V. to Human Resources Charnay Kleinsmith by the 12th of February 2019 (charnay.k@commongroundchurch.co.za)