



## Job Description

### Event Specialist

## POSITION

Staff Member:	OPEN
Position:	Event Specialist
Reports To:	Executive Director
Revision Date:	August 2017
Classifications:	Specialist / Part-Time / Hourly / Non-Exempt

## OBJECTIVE

The objective of the Event Specialist is to position INCM as the global leader in Children's and Family Ministry by creating seamless and excellent experiences for our audience. The Event Specialist is responsible for the oversight of event timelines which includes: empowering and communicating with the INCM team to pace with event timelines and tracking the deliverables for each event.

## GIFTS

In addition to *spiritual maturity*, the gifts most critical to this position are Administration, with Service and Hospitality as important secondary gifts.

## ESSENTIAL DUTIES & RESPONSIBILITIES

### EVENT RESPONSIBILITIES

- Oversees contracts, negotiations, relationships, and deliverables including bill review and payments with event venues, hotels, event production, decorating, event supplies, and transportation
- Builds relationships within the meeting planner industry including vendors and venues
- Creates contracts for event talent
- Allocates and oversees setup of venue spaces, including environment and materials handling
- Oversees event registration and security

- Oversees registration reports
- Facilitates execution of event plans for staff
- Ensures effective communication to staff a related to event timelines
- Prepares and stewards Events budget

#### **OTHER DUTIES AS-NEEDED/DIRECTED BY THE EXECUTIVE DIRECTOR**

The Events Director agrees to take on additional responsibilities as directed by the supervisor and as necessary for the continued development of INCM. These responsibilities will most likely be added according to the gifts, passions and talents of the employee, designed to address the growing and changing needs of the ministry team and may be added at the initiative and discretion of the supervisor.

#### **RELATIONSHIPS**

- Reports to and interacts most significantly with the Executive Director
- Interacts frequently with Associate Director
- Serves alongside the Events Team
- Recruits and leads one or more Staff Level Volunteers
- Supervises Registration Specialist and applicable volunteers
- Submits to the Board of Directors

#### **REQUIREMENTS**

- Minimum of a Bachelor's degree or related ministry leadership or administrative experience
- Certification in Conference Management or Event Planning or related experience
- Excellent written and verbal communication skills
- Flexibility in scheduled work hours based upon special events, including ability to travel
- Key spiritual gifts of administration and service
- Proven success in event planning and execution
- Evidence of a passion for those who minister to children and their families
- Ability to fulfill the physical, mental and emotional requirements of the position
- Willingness and ability to comply with and support all policies, procedures, standards and statements outlined in the Staff Handbook and other governing documents created for INCM
- A growing committed follower of Jesus Christ. (1 Tim 3:1-7; Titus 1:6-9)
- If married, a home as spelled out in Eph. 5:21-6:4