

Ministry Area: Events

Reports to: Events Director

Ministry Area Purpose: To provide support of events in all facets; from administrative, coordination, through implementation.

Apprentice Responsibilities:

- Directly manages all administrative details for church events
- Coordinates with serve staff to ensure all events are properly managed and scheduled
- Manage all communication and integration among effected ministries, involved parties in and outside of the church, vendors, etc. to ensure high levels of touch, effectiveness, collaboration and follow through; includes e-mail follow up, written and verbal communication
- Available to manage and attend events as needed. This will include evenings and weekends.
- Manage event input on CCB from input through completion to ensure rooms, resources and people are available.
- Model discipleship by creating disciple making disciples

Helpful Competencies, Skills, and Experience:

- 3-5 year's event or administrative support
- Strong communication skills both written and verbal
- Excellent organization and prioritization skills
- Ability to manage multiple priorities
- Ability to build effective individual and team relationships
- Have strong computer skills, proficient in Microsoft Outlook, Word and Excel and have the ability to learn and use new computer software

Measurements of Success:

- Model the Church of Eleven22's mission, vision, and values
- Create disciple making disciples
- Efficiently meets deadlines
- Anticipate needs of the team
- Possess strong organizational, planning, and problem solving skills
- Carry strong communication (verbal and written) and interpersonal skills
- Manage confidential and sensitive information with discretion