

POSITION DESCRIPTION

Position

Responsible to
Hours:

Events Coordinator

Communication & Events Manager
Part-time

Typical work hours include: 8am - 4pm Monday to Thursday

Where events are held outside of these hours, workdays are determined by mutual agreement with the Senior Pastor's Executive Assistant or Communications Manager.

This position includes voluntary commitments consistent with that expected of an engaged member of Nexus Church.

POSITION IN CONTEXT

Nexus Church is a vibrant, multi-generational Christian community that has a dynamic calendar of annual events and special initiatives. The Events Coordinator has the exciting opportunity to outwork the vision of Nexus Church and provide a tangible expression of our values towards people. Each event is expertly organised, executed to a high standard and efficient with our resources.

PRIMARY PURPOSE

The position is primarily responsible to lead, organise and coordinate special initiatives and larger events of Nexus Church. The Events Coordinator will also provide advice and assistance to the various ministries to organise their smaller events.

The position is highly administrative, organised, creative, resourceful and relational. The primary purpose shall always remain the effective delivery of special events that are cohesive and consistent with the direction and vision of Nexus Church as a whole.

KEY RESPONSIBILITIES

The Events Coordinator will undertake the following key responsibilities within the church:

- Event planning, coordination, communication and high-quality delivery on major events and special initiatives
- Act as a central liaison point for events
- Build event volunteer team for major events
- Co-manage the Church calendar of events
- Allocate tasks to administration support team when appropriate
- Manage budget spending
- Act as an advisor and provide support when allowed by other duties, to ministry leaders for events for which they have responsibility

2022 OVERVIEW

2022 Major Events, special initiatives & campaigns include:

- Our Heart Sunday & 'WONDER' campaign
- Volunteer Nights (3)
- Easter
- Christmas
- Mothers Day, Fathers Day
- Vision Offering campaign
- Baptisms
- Nexus Women events
- + other whole church events that come up!

A support role in event logistics is all that's needed for all locations, or ministry-lead initiatives.

ATTRIBUTES

- A Christian based lifestyle and ethos
- Demonstrated experience in coordinating various sized events to excellent standard
- Strong organisation, administration and time-management skills
- Excellent interpersonal skills and able to effectively communicate with teams of people
- Good written and verbal communication skills
- Highly organised, ability to multitask
- Detail oriented
- Ability to problem solve and find effective solutions
- Possession of a can-do attitude, demonstrating adaptability and flexibility

ADDITIONAL REQUIREMENTS

- Must be available to work outside of usual working hours during special events.
- Be in agreement with the articles of faith documented in the policies of Nexus Church and the Australian Christian Churches United Constitution
- Exemplifies and communicates the Nexus Church values and culture.
- Membership of Nexus Church, or an application for membership within 3 months of commencement within the position
- Be willing to undertake extra tasks that may arise in the day to day needs of Nexus Church

RELATED DOCUMENTS

This position description is a primary document outlining the requirements, nature, function and relationships of the nominated position. It is to be read in conjunction with the following documents (as appropriate):

- the individual's employment contract
- the church's policies and procedures
- ACC volunteers agreement

QUESTIONS OR HOW TO APPLY:

Should you have any further questions or to apply, please email Claerwen.Jones@nexuschurch.com.au. Please allow up to 48 hours for a response.

Include a cover letter addressing your suitability to the role and your resume.

Applications to: Claerwen.Jones@nexuschurch.com.au
Applications close: 4pm Wednesday 4 May