

## **First Baptist Church of Guilford**

**Job Title:** Event Coordinator

### **Job Summary:**

The Event Coordinator serves as the primary on-site contact for all rental events and supports major ministry events at First Baptist Church of Guilford (FBCOG). This individual is responsible for ensuring that all events align with the mission of FBCOG while fostering strong relationships with the church community and the public. The Event Coordinator will organize religious, corporate, and private events within the FBCOG facility, catering to non-profit organizations and individuals. Responsibilities include client consultations, vendor coordination, and overseeing event logistics from setup to cleanup. FBCOG is a highly sought-after venue for weddings, business meetings, conferences, and special occasions.

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### **Key Responsibilities:**

#### **Event Planning and Coordination:**

- Develop a comprehensive understanding of the requirements for church events, meetings, conferences, special worship services, and community activities.
- Assist clients in selecting vendors by providing recommendations based on quality, budget, and specific needs.
- Support the Church Administrator and Operations Manager in managing reservations and finalizing logistical details for events.
- Coordinate event registrations and RSVPs while collaborating with church leadership, volunteers, and staff to ensure seamless event execution.
- Supervise rental events on church property, ensuring adherence to established policies and guidelines.
- Provide exceptional customer service and maintain a professional demeanor at all times.
- Address and communicate violations of rental policies and guidelines to renters.
- Work alongside on-duty security personnel to uphold the safety and security of guests and church property.
- Respond to renter inquiries regarding facility usage, equipment, and parking logistics.

- Manage emergency situations effectively by coordinating with security and supervisors.
- Inspect facilities before and after events, documenting any damages incurred during the rental period.

**Financial Administration:**

- Work with the Church Administrator to process accounts payable and receivable.
- Manage accounts receivable and expense reimbursements related to event operations.

**Facility Management:**

- Ensure proper maintenance and cleanliness of church facilities during events.
- Support room booking logistics to coordinate event activities and facility setup in accordance with rental agreements.

**Record Keeping and Compliance:**

- Ensure compliance with church policies, safety regulations, and confidentiality protocols.
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**Qualifications:**

**Education and Experience:**

- Associate degree in public relations, hospitality management, office administration, or a related field preferred, but not required.
- Minimum of 5-7 years of experience in event planning or hospitality management, preferably in a religious or non-profit setting.

**Skills and Abilities:**

- Demonstrated experience in event planning or coordination within corporate, religious, or non-profit environments.
- Proven ability to execute creative and successful events.
- Excellent organizational, communication, negotiation, and multitasking skills.
- Ability to remain composed under pressure while maintaining a customer-service-oriented mindset.

- Strong interpersonal skills with the ability to engage effectively with diverse groups.

**Other Requirements:**

- Flexibility to work evenings and weekends as required for events.
- Successful completion of a background check and adherence to child protection policies.

**Physical Requirements:**

- Ability to sit for extended periods, operate a computer, and lift up to 25 pounds.
- Capability to navigate church facilities, including stairs and uneven surfaces.

**Work Environment:**

- Work is conducted within a church environment, involving frequent interaction with church members, staff, and volunteers.

**Compensation:**

- Salary is commensurate with experience.

**Application Process:**

To apply, please submit your resume and cover letter to the Trustee Ministry Chair at [trustees@fbcog.org](mailto:trustees@fbcog.org). No phone inquiries, please. Applications will be reviewed on a rolling basis until the position is filled.

**Equal Opportunity Employer:**

First Baptist Church of Guilford is an equal opportunity employer and welcomes applications from all qualified individuals regardless of race, gender, age, disability, or other protected status.