

NORTH HEIGHTS

Position Description for **Assistant Events/Wedding Coordinator**

North Heights Vision: **Find Faith. Discover Purpose. Live Eternal Significance.**

Led by the Holy Spirit, North Heights engages all people to find faith in Jesus, discover their God-given purpose and equip them to lead lives of eternal significance.

We are looking for staff to join us in this vision.

Title: Assistant Events/Wedding Coordinator

Reports to: Events/Wedding Coordinator

Employment Status: Non-exempt

Imperatives required:

- Customer Satisfaction.
- Internal and external ministries and individuals are valued, cared for and helped to achieve their mission and vision.
- Work to assure all guests and visitors see North Heights as an extension of the Body of Christ.

Summary of Position: Coordinate and attend large North Heights ministry & outside events/weddings, working with ministry leaders and event planners.

Minimum Qualifications: Associate degree in hospitality related field or 2 years of experience in customer service and event administration. A minimum of 2 years' experience in staff relations, client relations, and hospitality services. Familiarity with church settings or service-oriented environments adheres to Staff Core Values.

Duties/Areas of Responsibility:

- General event support
 - Assist in managing the use of North Heights Arden Hills and Roseville Facilities and her resources & availability.
 - The secondary contact for all ministries day to day needs such as Room reservations, AV requests through Web Request, Room setup needs.
 - Coordinate catering / Food service needs (including Cart Service orders).
 - Communicate with Ministry leaders regarding space conflicts and work to provide solutions.
- Communicate via reservation form or email / in person with housekeeping team and catering to insure that all resource teams are on the same page for all event details.
- Work directly with Internal Ministry leaders to plan catered events.

- Work directly with Outside Clients for Banquet, Conference, and Room rentals for the Arden Hills Family Life Center and Classrooms, Roseville Building and School Building, being in close contact with them through the day of the event.

Duties/Areas of Responsibility, continued:

- Wedding support
 - Work with wedding couples to plan their wedding ceremony.
 - Coordinate and provide guidance and care through the wedding process. Coordinate rehearsal and day of ceremony.
 - Direct wedding rehearsal and be on site the day of weddings to assist as needed. the day of event
 - Connect families with ministries and services of North Heights
- Advertise
 - Events and Catering Details on Website Establishing marketing tools by partnering with North Heights Communications.
 - Coordinate promotion and advertising platform to increase visibility and rental of facilities and services
 - Using marketing tools work to obtain new clients
- Adhere to staff core values.
- Adhere to the Constitution and Bylaws of North Heights.
- Establish and manage measurable quarterly goals that are in alignment with our vision.
- Performs other duties as assigned that further the vision of North Heights.

Knowledge, Skills and Abilities:

Required:

- Good verbal, written and interpersonal communication skills.
- Effective time management, organizational strength, leadership, and multi-tasking skills.
- Must maintain confidentiality, must be flexible, accurate, and have strong attention to detail.
- Working knowledge of current Windows software, MS Outlook, Word, and Excel.
- Willing and able to learn new software applications; EMS.
- 2-3 years administrative experience in a church setting.
- Knowledge of front of house banquet service.
- Strong customer service attitude.
- Demonstrates a Christ-centered, Spirit-filled lifestyle
- Has a passion for seeing healthy and God honoring events succeed.
- Creates ownership of ministry. Task Oriented. Self-Directed.
- Desire to cultivate relationship between North Heights Staff and volunteers.
- Belief that Jesus is the one and only Son of God and the only name that can save a human being. Be filled with the Holy Spirit and demonstrate the use of spiritual gifts.
- A good grasp of the Bible and a belief that the Bible is the inspired Word of God.

Optional, but desirable:

- Committed member (or willingness to be) of North Heights Community.

- Ability to perform some physical work; setting up for events, prepare materials to be used, maintenance of items used for events in storage.
- Ability to make decisions based on spiritual discernment.