

JOB TITLE: Facility and Events Coordinator (P/T)

REPORT TO: Office Administrator and Senior Pastor

SCHEDULE AND HOURS: Four weekdays 9am-12 noon plus periodic evening or other hours, 12-15 hours/weekly

STATUS: Non-Exempt – Part Time

JOB SUMMARY: Responsible for coordinating church facility management, planning and executing church events, managing facility and room use requests, and providing administrative support for Oak Knoll Lutheran Church ministries.

ESSENTIAL FUNCTIONS:

Facility Coordination

- Coordinate the use of facility space by congregational and outside groups including facility use agreements, scheduling, payments, and access to the building.
- Manage the facility access system via fob or keypad entry.
- Manage the phone system and any connection issues with our contracted vendor.
- Schedule volunteers to serve in congregational ministries
- Interact with custodian cleaning crew and grounds crew, assess work requirement outcomes, and resolve facility-related issues as needed.
- Work with staff to evaluate property maintenance contracts and vendor relationships related to insurance and all outside services provided to the Church and Preschool.
- Coordinate maintenance and building projects in consultation with church staff.
- Prepare the Facility/Property Report for the Annual Report.
- Ensure that tables are setup as needed for all special events and programs. This may include working with our cleaning crew to set up for various groups.

Event Hospitality, Planning & Coordination

- Plan, coordinate, and execute church events including seasonal celebrations, neighborhood meals, community outreach events, and special services
- Develop congregational event timelines, work within budget, and plan logistics in consultation with pastors, staff, and ministry leaders
- Coordinate event volunteers, vendors, resources, and attendance tracking
- Oversee setup, execution, and breakdown of events as needed
- Schedule hospitality staff – high school youth – for Sunday mornings and special events.
- Ensure that coffee and treats are present via scheduling with bakery, or other, and an appropriate quantity is ordered for each Sunday service.
- Coordinate with church staff to set up soup dinners during Advent and Lent. This includes ensuring that soups and other food items have been purchased and are on-site.
- Evaluate event success and gather feedback for continuous improvement

Administrative Support & Coordination

- Provide regular administrative support for church staff in coordination with the Office Administrator
- Other duties as assigned by Senior Pastor and/or Office Administrator

GENERAL FUNCTIONS:

- Participate in biweekly staff meetings to develop team relationships.
- Answer office phones and cover for administrative staff as needed.
- Assist as needed with congregational fellowship events.

TECHNICAL SKILLS:

- Excellent organizational skills, attention to detail, and time management abilities
- Ability to meet deadlines and manage multiple concurrent projects
- Proficiency in Microsoft Office Suite
- Experience with online sign-up and volunteer coordination tools (e.g., SignUp Genius)
- Event planning and project management experience
- Ability to manage event logistics, timelines, and budgets
- Basic facilities/property management knowledge, or willingness to learn
- Ability to evaluate vendor contracts and proposals
- Ability to identify process improvements and implement solutions

BEHAVIORAL SKILLS:

- Ability to interact professionally with all individuals at all levels within the Church; conducts self in professional manner and applies active listening and communication skills
- Ability to handle sensitive and confidential information with discretion
- Ability to maintain confidentiality both inside and outside of work hours
- Ability to build and maintain relationships with church members, staff, vendors, contractors, and community partners
- Ability to work both independently and collaboratively with team members
- Ability to analyze, organize, and prioritize multiple tasks efficiently
- Strong problem-solving skills and resourcefulness
- Flexibility and adaptability when priorities shift
- Detail-oriented with strong follow-through on projects and commitments
- Hospitality-minded approach to event planning, member engagement, and facility use by outside groups

WORKING CONDITIONS:

- Ability to sit for prolonged periods of time
- Ability to type on a keyboard for extended periods
- Ability to converse over telephone and in person
- Ability to move freely throughout church facilities to perform essential job functions
- Ability to meet continuous demands required in contact with diverse groups of people
- Ability to meet deadlines under pressure and adapt to irregular activity schedules
- Ability to lift and carry up to 25 lbs.
- Some evening and weekend work required for events and special services
- Occasional physical setup/breakdown of event spaces and materials

EDUCATION: High School diploma or GED required. Technical training certifications, Associates Degree, or coursework in Facilities Management or Event Planning preferred.

EXPERIENCE: One to two years of previous related facilities coordination, event coordination, and/or office/customer service experience in a church, nonprofit, or public venue preferred.

SPECIAL DIMENSIONS:

- Must be at least 18 years old
- Pass a criminal background check
- Familiarity with Lutheran church practices and traditions preferred but not required