



Job Title: Events Coordinator

Location: Jersey City, NJ

Organization Type: Non-Profit / Non-Denominational Church

Reports To: Executive Pastor - Paula Rodriguez

Position Type: Full-Time Hybrid (4 days in office, 1 day remote)

Overview:

As the Events Coordinator at the Cityline Church, you will be responsible for planning, organizing, and executing events that support the church's mission of "Loving God, Loving People, & Serving the World." Working closely with pastoral staff, ministry leaders, and external vendors, you will ensure that all church events, from weekly services to special outreach programs, run smoothly and efficiently. Your role is vital in fostering community engagement, supporting fundraising efforts, and ensuring alignment with the church's vision.

Key Responsibilities:

1. Event Planning & Coordination:

- Conceptualize and plan events in collaboration with church leadership, ensuring they align with organizational goals.
- Coordinate logistics such as venue selection, catering, guest lists, entertainment, transportation, and accommodations.
- Oversee event schedules, ensuring all event requirements are met and tasks are assigned to leaders and volunteers.
- Work with the finance team to manage event budgets, ensuring cost-effective use of resources.
- Liaise with vendors, negotiate contracts, and manage relationships with sponsors and community partners.

2. Event Execution & Logistics:

- Manage all logistics for weekly services, special events, and community outreach, ensuring volunteers are scheduled and prepared.
 - Oversee event setup, execution, and breakdown, ensuring smooth operation.
 - Handle administrative tasks such as preparing multimedia materials, mass emails, event schedules, and reminders.
 - Ensure smooth execution of event activities, including registration, hospitality, translation services, and Q&A sessions.
 - Collaborate with ministry heads to adjust for last-minute program changes or absences.
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3. **Team Collaboration:**

- Work closely with pastoral staff and ministry leaders to align events with the church's mission and vision.
- Assist in coordinating volunteer coverage for ministries with shortages and collaborate with leadership on event strategies.
- Provide post-event evaluations and reports, offering recommendations for future improvements.

Requirements:

1. **Experience & Skills:**

- Proven experience in event planning, logistics coordination, or administrative roles, preferably within a church or non-profit setting.
- Strong organizational and multitasking skills, with attention to detail and the ability to manage multiple projects simultaneously.
- Experience with managing volunteers and working with ministry teams.
- Proficiency in event management software (e.g., Planning Center) and office software (Microsoft Office Suite, Google Workspace).
- Strong communication skills, including drafting emails, reminders, and multimedia materials.
- Experience in contract negotiation and budget management.

2. **Personal Attributes:**

- A team player with a servant-leader mindset, able to work collaboratively with staff, volunteers, and vendors.
- A passion for ministry and alignment with the church's mission and values.
- Flexibility to work irregular hours, including weekends and holidays, as required by church events.

3. **Education:**

- Bachelor's degree in event management, business administration, communications, or a related field preferred but not required. Equivalent work experience will be considered.

4. **Additional Skills:**

- Familiarity with audiovisual systems, hospitality management, or translation services is a plus.
- Ability to work within diverse cultural contexts and engage with a wide range of people.
- Bilingual: Fluent in speaking, reading, and writing in Spanish.



What We Offer:

- The opportunity to make a significant impact in the community through meaningful events.
- A supportive and innovative team environment.
- Opportunities for professional and spiritual growth, with a clear pathway to career advancement.
- Professional development opportunities and potential for growth into the Director of Events role.