| ***Job Description*** | | | |
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| **Job Title:** | Program & Event Coordinator MA | **Department:** | Oaks College |
| **Reports To:** | Kaitlyn Holland | **Effective Date:** | August 1, 2022 |
| **Position Summary** | | | |
| The Program and Event Coordinator MA is highly self-motivated, professional, and will be responsible for a number of administrative duties. He/She must be capable of managing a heavy workload and prioritizing tasks. He/She will assist in planning and executing all OC events. | | | |
| **Job Responsibilities & Duties** | | | |
| * Assist in overseeing and coordinating Fall and Spring Retreats for Students * Ordering and picking up any needed items for events, programming, and the office * Assist with programming & service needs including the student check-in process * Assist with administrative duties including meeting agendas/notes, maintaining the master calendar, stocking supplies, and tracking merch * Uphold a strict level of confidentiality | | | |
| **Supervisory Responsibilities** | | | |
| * None | | | |
| **Anticipated Time Commitment** | | | |
| * 11-14 hours in addition to Oaks College programming | | | |
| **Education and Experience** | | | |
| * High school degree or GED | | | |
| **Required Skills/Abilities** | | | |
| * Asana, Planning Center, Microsoft Office, Google Apps | | | |
| **General Expectations** | | | |
| * Commitment to continual growth in personal spiritual life and relationship with Christ * Attend Tuesday Staff Prayer Meetings, All Staff Meetings, “All Hands On Deck” Events * “Serve One and Attend One” at weekly Oaks Church Sunday services. * Support the vision, values and ministry of Oaks Church through tithing, serving, etc. * Proactive thinking and willing to learn and train others * Model a Godly life for volunteers * Be teachable with a humble and submissive attitude * Maintain all information confidential (about staff, projects, property, members, etc.) | | | |
| **FLSA Status: *(HR use only)*** | | | |