| ***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
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| **Supervisory Responsibilities** |
| * None
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| **Anticipated Time Commitment** |
| * 11-14 hours in addition to Oaks College programming
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| **Education and Experience** |
| * High school degree or GED
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| **Required Skills/Abilities** |
| * Asana, Planning Center, Microsoft Office, Google Apps
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| **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.)
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| **FLSA Status: *(HR use only)*** |