



Position Title: Woodmen Students Events Coordinator, Central

Hours/week: 40 (full-time)

Reports To: Woodmen Students Senior Director

Classification: Salaried/non-exempt

Pay Range: \$34,000-\$39,000 (hourly equivalent: \$16.35 - \$18.75)

Benefits: Individual medical/dental/vision/life insurance options; eligible to participate in HSA and 403(b); vacation/sick time

This staff position is essential in the ministry of Woodmen Valley Chapel (Woodmen) to spread the gospel and expand God's kingdom by gathering, connecting, growing and contributing. The individual in this role is to fulfill the following responsibilities in such a way as to demonstrate and live out Woodmen's vision to love well and change lives through Christ.

PRIMARY RESPONSIBILITIES:

- A. Plans, coordinates and executes meaningful Central Student events for students and Ministry Partners (MPs) under the direction of the Central Students Staff
- B. Works with vendors and other departments to fulfill needs of the event
- C. Develops plan for registration and check-in for major events (i.e., Winter Camp, Summer Camp, etc.)
- D. Present at all events being the main point of contact between Woodmen and the vendor
- E. Communicates details for event to Student staff, MPs and families
- F. Works with an assigned budget for each event and keeps within the budgeted amount with the goal of keeping events as low cost as possible
- G. Executes and maintains project management software - currently Monday.com
- H. Monitors project progress and sets deadlines, solves issues that arise, and evaluates project performance
- I. Identifies areas where processes can be improved and helps develop strategies to scale tasks to support the growth of the ministry
- J. Assists campus Woodmen Students staff in executing student events, trips, retreats and objectives as needed
- K. Other duties as assigned

SKILL/ABILITY/KNOWLEDGE REQUIREMENTS

- 1. An ongoing relationship with Jesus Christ demonstrated by regular prayer, Bible study, and worship attendance
- 2. A regular attendee and Commissioned Leader of Woodmen who supports the church vision and values, as well as contributes time and tithes and adheres to Woodmen's Statement of Faith and all policy and belief documents
- 3. Demonstrates a clear calling to student ministry and leadership within the church; passionate about helping students know, understand and serve God
- 4. A team player with excellent interpersonal and relationship building skills; able to observe and interpret people and situations; able to recruit volunteers to serve as necessary
- 5. Possesses excellent organizational and verbal and written communication skills
- 6. Advanced computer skills including data base, website and word and excel processing
- 7. Excellent problem solver; able to read/interpret data, information and documents and learn and apply new information or skills
- 8. Able to perform highly detailed work on multiple, concurrent tasks and meet deadlines in the midst of frequent interruptions
- 9. Able to manage projects in a timely, efficient way while knowing how to create a plan of execution
- 10. Able to stand, walk and sit for long periods of time
- 11. Able to lift and carry up to 50 lbs.
- 12. Reliable transportation; able to travel to offsite student and training events
- 13. Available to work weekends and special events