



## **Community Event Planners**

**Job Description:** Help plan community events that create awareness of our church, our ministries, our location and our willingness to serve the community.

**Reports to:** Outreach Coordinator

**Communicates with:** Other Community Event Planners in our Church, Property Coordinator

**Requirements and Job Duties:**

- ✓ Able to work on a team of volunteers two times a year leading up to a community event
- ✓ Creative when it comes to social event planning
- ✓ Able to make phone calls to different vendors in weeks leading up to an event (Lining up a newspaper ad, bouncy houses, petting zoo, etc.)
- ✓ Able to be present and assist at two Community events a year

**Why is this imperative?** This position is imperative because in order to create awareness for our church we need to create settings where we meet souls in our community and build relationships.

**Success:** When more and more new souls are visiting our campus and new relationships are made with member of our community.