



## EVENT PLANNER

---

### SUMMARY:

Alfred Street Baptist Church (ASBC) is excited to announce our search for our **Event Planner**. Our church has over 10,000 members and continues to grow “Building Disciples to Win the World for Christ.” ASBC has over 80 ministries to meet member needs. We seek top performers who can advance the work of the Lord. We seek people who have much to offer and are dedicated servants of God. We also seek those individuals who are upbeat, loyal, and resourceful and are dedicated to working to fulfill our mission.

This is a full-time position at the Alfred Street Baptist Church (ASBC) located in Alexandria, Virginia. The incumbent is under the day-to-day supervision of the Director of Worship Experience & Ministries and serves as Event Planner. This position is primarily responsible for providing event planning, ministry program monitoring and development, and technical guidance to ministries, discipleship and small groups, in support of the Worship Experience and Ministries Department.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide logistics support for ministry programs.
- Responsible for ensuring that ASBC ministry projects, programs and related events and activities are coordinated based on church protocols.
- Plan and coordinate annual volunteer appreciation celebration, one-day leadership conference, and ministry program open house.
- Proposes new ideas, approaches and designs to improve event planning and implementation.
- Reports ministry activity and performance to the Director for Worship Experience and Ministries (WE&M) department.
- Create and track event registrations for ministry program events using various registration platforms.
- Supports special projects, as assigned.

### MINIMUM QUALIFICATIONS:

- Proficient using the latest versions of Microsoft Word, Excel, Microsoft Teams, and PowerPoint, and knowledgeable in database software.
- 5+ years of demonstrated successful event planning experience.
- Previous experience in a church or non-profit desired.

### CORE COMPETENCIES REQUIRED:

- **Interpersonal Skills:** Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of the organization; builds appropriate rapport; considers the impact of his/her actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.

- **Attention to Detail:** Consistently attends to the many small pieces, which must be assembled into an organization as a whole; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.
- **Initiative:** Enjoys working hard; is action-oriented and energetic about worthwhile activities; not fearful of taking calculated risks; seizes opportunities; sets demanding but achievable objectives for self and others.
- **Communication:** The ability to listen to others objectively, paraphrase the content of the message, speak effectively, use various forms of written communication through written reports, etc.
- **Planning and Organization:** The ability to identify alternative courses of action, accommodate multiple demands and requests, prioritize, establish goals and follow through on fulfilling these goals, manage time effectively, and predict future trends and patterns.
- **Critical Thinking Skills:** The ability to identify quickly and accurately the critical issues when making a decision or solving a problem, identify problems and needs, identify information sources appropriate to a problem or need, and formulate questions to clarify a problem.
- **Spiritual Maturity:** Shows strong personal depth and spiritual grounding; demonstrates integrity by walking the talk, and responding with constancy of purpose; is seen by others as trustworthy and authentic.

#### **EDUCATION, CERTIFICATIONS, AND LICENSES:**

- Bachelor degree in business administration, hospitality, communications, or related field.
- Certified Meeting Professional (CMP) or Certificate in Meeting Management (CMM) designation preferred.

*As a condition of employment, all employees are required to be fully vaccinated for COVID-19 and able to provide proof of such vaccination.*

#### **APPLICATION PROCESS**

Qualified candidates should submit a resume and list of three references using our online application system.