



POSITION DESCRIPTION

Employee Name		
Job Title	Events Coordinator	
Physical Location	Greenbelt Campus	
Status Classification	<i>Full-time</i>	<i>Exempt</i>
Manager Reports To	Director of Ministry Operations	
Supervises	Event Services Staff- # TBD	
Effective Date & Start Time	TBD	

Position Summary

The Events Coordinator for the Zion Church-Greenbelt Campus is the day-to-day “face” of the multi-use worship facility and will also spearhead and manage each aspect of planning and executing internal and external facility bookings. This includes scheduling and allocating space for Sunday worship services, special events. The Event Coordinator creates proposals, contracts and oversees events from conceptualization to implementation.

Essential Duties and Qualifications

- Managing, delegating and overseeing events on the day of, by problem-solving, welcoming guests; directing event set-up and managing taking-down; thorough, clear and effective communication with clients, staff and vendors.
- Collaborate with the Zion Marketing team to create an effective brand and strategy for the venue.
- Finalizing and assigning the venue’s event spaces, seating and dining, by utilizing banquet event orders (BEO’S); also coordinating entertainment, performers and guest speakers’ requirements.

Contact

301-583-1790
zionchurch.org
info@zionchurch.org

Administrative Offices

4501 Forbes Blvd, Suite 140
Lanham, MD 20706

Campus Address

3600 Brightseat Road
Landover, MD 20785



Zion Church

Pastor Keith Battle

Senior Pastor

- Expert knowledge of the venue's capabilities, with an innate ability to communicate them to prospective end-users; and conducting facility tours for booking and sales opportunities.
- Issuing contracts, invoices and collecting deposits and payments for events; also creating comprehensive financial reports detailing bookings and revenue forecasts.

Qualifications, Knowledge and Skills

- Previous experience managing events for a hotel or venue.
- Strong communication skills, and the ability to present event ideas and plans to prospective clients and vendors.
- Team building capabilities to create a synergy between the internal event staff, paid and volunteer; along with external service providers.
- Facility and/or hospitality scheduling and billing software.
- Microsoft Office Suite at the intermediate to advanced skills level.

Other Specifications

- Must be willing to work onsite at the Greenbelt Campus every Sunday, Monday to Thursday, and for special events as scheduled.
- Additional ministry, executive and administrative support duties as requested.

About

Fulltime employees of **Zion Church (ZC)** are eligible for unlimited PTO and weekly pay every Friday; also, health, dental and life insurances along with a 401K retirement plan are part of the standard benefits package. **Zion Church** also grants Jury Duty and Bereavement Leave; along with **nine (9)** paid holidays. To ensure our employees are well equipped for their chosen profession, **ZC** supports professional growth and development through conference and workshop participation and a tuition assistance grant program for up to \$5000 depending upon your tenure/years of service.

Zion Church continues to be a “seeker sensitive” church where anyone would feel comfortable. It is the mission of Zion Church to help people EXPERIENCE God, ENGAGE in community, be EQUIPPED for ministry, and EMPOWERED to serve across various locations and technologies

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