



## JOB DESCRIPTION

Position: **Event Coordinator Internship (Senior High)**

Reports to: **Director of Youth Ministry**

Position Status: **Part Time, Non-Exempt**

DEPARTMENT: **Youth Ministries**

EFFECTIVE: **1 December 2007**

REPLACES: **All previous**

PAGE: **Page 1 of 3**

DIVISION HEAD APPROVAL: \_\_\_\_\_

HUMAN RESOURCES APPROVAL: \_\_\_\_\_

## Position Summary

The purpose of the Youth Event Coordinator is to oversee the planning and development of Senior High outreach events.

## Job Responsibilities and Duties

The Youth Event Coordinator must possess strong contacts of musical acts, speakers, and other talent to minister to the youth of San Diego. This position requires strong networking and promotional skills as well as an understanding of the San Diego scene and youth culture.

The incumbent will be responsible for all the details of monthly outreaches and events as well as two large-scale community events including, but not limited to

1. Coordinating talent, honorariums, and travel arrangements.
2. Responsible for event logistics from start to finish.
3. Promoting events to the community through connections and networks of junior and senior high schools, community groups, and other churches.
4. Networking with youth-minded agencies with the goal of evangelizing the youth of San Diego.
5. Coordinating follow-up effort after an event.
6. Gathering prizes and giveaways for the events.

The above summary of duties represents the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks under the direction of the Youth Pastors.

## Job Skills and Requirements

1. Christ-centered behavior, i.e., treating people with dignity, respect, compassion and integrity at all times.
2. Ability to work independently or in a team-oriented environment.
3. Ability to use good judgment and experience in conflict resolution.
4. Ability to manage budget with financial stewardship.
5. Ability to speak in front of large masses and communicate clearly and effectively.
6. Experience promoting events.
7. Proficient in MS Window operating system, MS Word, MS Excel, Internet e-mail, and Internet usage.
8. Strong verbal and written communication skills. Legible writing skills.
9. Strong organizational skills.
10. Self-motivated and flexible.

11. Maintains a Class C Driver's License and maintains an acceptable driving record (in accordance with the employee's auto insurance carrier and less than 2 DMV points on driving record).
12. Regular involvement in the Rock Church activities and events.
13. Signed acknowledgement of the Rock Church Statement of Faith.
14. Adheres to policies and procedures as stated in the Rock Church employee handbook.
15. Member of the Rock Church.

### **Physical Requirements**

Ability to function independently and ability to speak. Physically able to lift up to 25 lbs (with or without assistance). This position also may require long periods of standing up and walking.

### **Employment At-Will**

All employees of The Rock Church are at-will, as such, are free to resign any time without reason. The Rock Church likewise, retains the right to terminate and employee's employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period of time.

No manager, supervisor or employee of The Rock Church has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will. Only the Head Pastor of The Rock Church has the authority to make any such agreement and then only in writing.

### **To Apply**

Send your resume, cover letter, and a **brief** philosophy of Youth Ministry to Erika Lin Payne, Youth Administrator, at [erikap@therocksandiego.org](mailto:erikap@therocksandiego.org). Questions, please call 858.268.1366 x2017.