

## BRIDGE CITY CHURCH JOB DESCRIPTION

Job Title: **Conference/Large Event Coordinator**

Department: Events

Approved by: Executive Pastor/Lead Pastor

### ROLE

The Conference/Large Event Coordinator oversees a conference or large event. They lead a team of people that ensure the event runs with excellence.

### WIN

Teams of people are empowered to serve and lead during the event.

### RESPONSIBILITIES

- Lead a team that functions with excellence and efficiency in hosting people for all BCC events
- Able to build a team of team leaders
- Able to monitor supplies for all events
- Communicate event details with team leaders leading up to the day of the event
- Coordinate each team leader to ensure they are building a team and know expectations

### REQUIREMENTS

- Is a mature follower of Jesus, family is in order, passion-driven, loves people
- Excellent people, follow-through and leadership skills
- Desire to serve Conference/Large Event Coordinator, Event Team and guests
- Ability to both lead a team and oversee team leaders

### REPORTS TO

Executive Director