



## **Director of Special Events**

### **Job Description**

#### **Summary**

The Director of Special Events will serve as Ebenezer's point person for special events. This includes coordinating external and key internal events on the Ebenezer campus. This will include working closely with event clients and vendors, scheduling, planning, securing payments, and collaborate with Ebenezer staff. This position Reports to the Executive Pastor.

#### **Essential functions:**

- Manage, schedule, and coordinate special events that take place on the Ebenezer campus. This will include, but is not limited to, weddings, family reunions, meetings, conferences, and community events. Coordinate scheduling all events with the EBC Master calendar.
- Coordinate communication of events with Communications Department.
- Meet with and conduct site visits with prospective clients and vendors to determine best practices for each event.
- Maintain fees related to external space usage.
- Negotiate and secure payments, service charges and customize event menu. Prepare and adhere to budgets.
- Manage and coordinate with Ebenezer's facilities and kitchen/catering staff as necessary for the events that request this support.
- Oversee the development and all production for key projects and events by way of negotiating and drafting agreements with vendors and procuring supplies and equipment.
- Provide on-site support on event days.
- Follow up with clients to ensure event and client satisfaction to support our brand image.
- Manage files and contact lists for all special events.
- Coordinate with the Finance office event charges and billing to customers.

#### **Position Type/Expected Hours of Work**

This is a part-time position. Days and hours of work are flexible to meet the needs of clients. This means availability seven days a week.

#### **Required Experience**

- Proven experience as an events planner or organizer.
- Excellent time management.
- Strong verbal and written communication skills.
- Experience building productive business relationships.
- Ability to establish and foster relationships with staff, consultants, church members, external partners, and vendors.
- Demonstrated ability to manage multiple projects.

Apply at: Email: [\*\*careers@ebenezeratl.org\*\*](mailto:careers@ebenezeratl.org)