

Lena Pope is accepting applications for Event Services Coordinator. Interested candidates should email a cover letter, resume and submit an on-line application to applications@lenapopehome.org. EOE

EXTERNAL JOB POSTING

POSITION TITLE: Event Services Coordinator

SUPERVISOR: Executive Administrator

POSITION PURPOSE:

To develop, coordinate and oversee all events and services at the Marty Leonard Community Chapel and the Amon Carter Center. Greet visitors and provide information concerning events and Lena Pope programs and history. Duties include scheduling events, maintaining records, managing budget and financial records, managing building maintenance and other duties as assigned.

ESSENTIAL FUNCTIONS:

- 1) Schedule, oversee and coordinate all events and services in the Marty Leonard Community Chapel and Amon Carter Center.
- 2) Maintain financial records and manage the budget.
- 3) Promote an environment of cultural competency and responsiveness for students, families, staff and stakeholders.
- 4) Authority to enter contracts related to the Marty Leonard Community Chapel and the Amon Carter Center.
- 5) Represents agency at numerous community events.
- 6) Oversees all aspects of quality assurance and policy and procedures of the Marty Leonard Chapel and Amon Carter Center.
- 7) Supervision of full and part-time employees.
- 8) Develop and provide training and training materials for staff.
- 9) Assists in graphic design and development of marketing materials such as ads, brochures, newsletters, website, and event collateral materials.

QUALIFICATIONS:

- 1) **Educational/Certification:** High School Diploma or GED required. Bachelor's degree strongly preferred. Driver's license required.
- 2) **Required Knowledge:** Knowledge of computer skills is required. Knowledge of Lena Pope's programs, history and chapel architecture is required.
- 3) **Experience Preferred:** At least two years of experience in a managerial position. Event management experience preferred.

- 4) **Skills/Abilities:** Strong oral and written communication abilities; ability to manage multiple projects simultaneously; excellent organizational skills; excellent human relations skills.
- 5) **Other Requirements** – Must have a driving record which is within the guidelines of the insurance underwriter. Must not have been charged with or convicted of a criminal offense that would disable the employment by failing to meet minimum standards as set by the Licensing Branch of the Texas Department of Family and Protective Services.
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REQUIREMENTS:

Communication: Proficient in both verbal and written communication.

Hearing: Able to hear average or normal conversations and discern important information.

Visual Abilities: Average, ordinary visual acuity necessary to prepare or inspect documents or products, operate office equipment and operate a motor vehicle.

Physical Strength: Some light lifting, ability to lift up to 50 pounds

Compliance: Complies with Lena Pope Policies and Procedures and all applicable federal, state, local and contract agency laws, rules, and regulations.