



## **Believers Temple Word Fellowship Church Position Description**

<b>Division</b>	Ministry of Helps
<b>Position Title</b>	<b>Director/Assistant, Event Coordination (Volunteer Position)</b>

### **Position Summary**

Under the general direction of the Ministry of Helps Administrator and Assistant Administrator, the Director is responsible for partnering with the assigned MOH facilitator to ensure that the ministry operates efficiently and effectively; and promotes the overall vision, mission and values of Believers Temple Word Fellowship Church. The Director will work closely with the MOH Facilitator to develop and facilitate training for ministry workers; develop an evaluation process to determine ministry performance outcomes, and will work closely with ministry staff members to ensure that the ministry's work is beneficial to the Kingdom, the church and the members at large. This Director must possess Christ-like communication skills, the ability to multi-task, and negotiation skills. Additionally the director must also exhibit the ability to effectively manage diverse relationships, and maintain a pleasant demeanor under pressure.

### **Essential Duties and Responsibilities**

1. Facilitate meetings on a regularly scheduled basis and as necessary, serving as a liaison to the MOH Facilitator and Administrators.
2. Organize and plan small and large events such as meetings, conferences, festivals, celebrations, etc.
3. Demonstrate ability to work successfully and communicate effectively in a ministry setting.
4. Manage event details i.e. date, food, site, expected attire, transportation, participant/guest special request, registration procedures, room layouts, equipment delivery set up and break down, etc.

### **Knowledge, Skills and Abilities**

- Ability to serve as a team leader
- Ability to train new ministry workers
- Excellent communication and organization skills
- Excellent negotiation skills

- Experience managing staff/resources
- Ability to be creative and original
- Flexibility is a must possessing a “No Problem” attitude
- Ability to multi-task, managing several projects at once
- Customer service focus
- Sound judgment and the ability to manage confidentiality
- Dependability/accessibility

**Please Contact:**  
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**Ministry of Helps Administrator**  
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**For additional information**