

Job Description: Events Coordinator

Part-Time | Approximately 20–25 hours per week

The Events Coordinator will help plan, organize, and execute major church-wide events while also providing event, organizational, and administrative support for the Massapequa Campus. Approximately half of this role will focus on Central/church-wide events and half on Massapequa Campus needs.

The Events Coordinator should be highly organized, proactive, relational, and able to manage multiple projects and details while helping CenterPoint execute events with excellence.

Responsibilities

- Coordinate major church-wide and multi-campus events, conferences, retreats, gatherings, and special initiatives.
- Develop event timelines, task lists, schedules, and logistical plans.
- Coordinate facilities, room setups, A/V, catering, signage, parking, security, supplies, and other event needs.
- Work with vendors, obtain quotes, negotiate when appropriate, and manage approved event budgets.
- Partner with pastors, staff, ministry leaders, and ministry teams to ensure responsibilities and communication are clear.
- Work with members of the congregation and ministry teams to recruit, organize, communicate, and coordinate the people needed to make events successful.
- Work with Communications, Creative, Production, Facilities, and office staff to coordinate promotion, registration, scheduling, and event needs.
- Provide day-of-event coordination and troubleshoot issues as needed.
- Create repeatable event systems, checklists, and vendor resources.
- Support the Massapequa Campus Pastor and staff with campus events, meetings, special Sundays, and major initiatives.
- Help coordinate the Massapequa Campus calendar, logistics, ministry teams, supplies, communication, and administrative needs.
- Help turn Massapequa Campus ideas and initiatives into clear plans with timelines and responsibilities.

Qualifications

1. A strong and growing faith in Christ.
2. Strong organizational and project-management skills.
3. Excellent written, verbal, and interpersonal communication skills.
4. Ability to manage multiple projects and details at once.
5. Proactive, dependable, and able to work independently.

6. Strong relational skills and ability to work with staff, ministry teams, and outside vendors.
7. Demonstrated experience in event planning, project management, hospitality, and administration.

Schedule

- Approximately **20–25 hours per week on average**.
- Hours and schedule will vary depending on events and campus needs, with some weeks requiring more time around major events and other weeks being lighter.
- Some evenings and weekends will be required.
- Attend the Massapequa Campus staff meeting on Tuesdays at 10:00 a.m.
- This is a non-pastoral position.

All Staff at CenterPoint are expected to:

- Work as part of a team and build up all ministries at CenterPoint.
- Be quick-paced.
- Have a servant attitude.
- Be skilled at administration and organization.
- Have a welcoming and inviting presence.

To apply: Send your resume a to hire@cpchurch.com.