



Event Coordinator Job Description

Position Title: Event Coordinator
Reports to: April Kibbe
Job Band: 1

Date: November 2025
Job Class: Salary, Non Exempt

Purpose:

The Event Coordinator provides administrative and operational support for the Event Management Department at First Baptist Simpsonville | Upstate Church. This role exists to ensure accurate communication, organization, and execution of events across all campuses in alignment with established systems, policies, and ministry goals.

Working closely with the Associate Director of Event Management, Facilities, and Production teams, the Event Coordinator will manage day-to-day event operations, process event requests through Planning Center Calendar (PCC), and maintain clear, consistent communication with event owners, staff, and ministry leaders. This position requires precision, reliability, and grace under pressure to ensure that every event—whether ministry-wide, personal, or community—is coordinated efficiently and supports the mission of the church.

Key Responsibilities and Accountabilities:

- Support the Associate Director of Event Management in overseeing the master church calendar, ensuring all events are processed accurately and within established timelines.
- Manage event communications with church members, staff, and ministry leaders.
- Process and maintain event requests through Planning Center Calendar, ensuring proper integration with related systems and workflows.
- Coordinate communication between event owners, event managers, and approval groups, providing a clear, systematic, and timely flow of information.
- Communicate effectively and accurately with Facilities, Production, and other logistics teams to ensure they have the necessary details to execute events successfully.
- Maintain accurate event records, ensuring consistency in data entry, file management, and system documentation.
- Uphold all Event Management policies, procedures, and communication standards to protect the integrity of the church's calendar and systems.
- Assist in developing and refining systems and processes to improve efficiency and clarity within the event workflow.



- Participate in weekly Event Team meetings and provide updates on event status, communication needs, and potential scheduling conflicts.
 - Support ministry and church-wide events as needed, occasionally attending or assisting with on-site logistics.
 - Maintain professionalism when handling information or communication with internal and external requestors.
 - Contribute toward the improvement of the overall Event Management ministry, demonstrating a spirit of teamwork and a commitment to the church's mission.
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Qualifications & Experience

- Commitment to abide by the FBS | Upstate Church Mission, Vision, and Core Values.
 - Affirms the FBS | Upstate Church Statement of Faith and embraces the church's behavioral norms.
 - Demonstrates humility, teachability, and consistent personal integrity.
 - Excellent interpersonal and written communication skills, marked by warmth, clarity, and professionalism.
 - Strong organizational and administrative skills with high attention to detail and accuracy.
 - Ability to follow established systems and procedures precisely, while adapting to occasional changes in policy or process.
 - Ability to manage multiple priorities with composure and consistency.
 - Capable of maintaining confidentiality and sound judgment in all communications.
 - Team-oriented mindset with the ability to collaborate cross-departmentally.
 - Proficiency with or willingness to learn:
 - Google Workspace (Docs, Sheets, Calendar, Gmail)
 - Planning Center Calendar (training provided)
 - Monday.com (training provided)
 - Demonstrates a systematic and dependable work style that prioritizes accuracy, communication, and follow-through.
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Work Environment & Hours

- Part-time: 20 hours per week.
- Workdays and hours are flexible within office hours (Mon–Thurs, 8 AM – 5 PM)
- Occasional evening or weekend event attendance may be required.
- Work is performed in a structured office environment, requiring precision and adherence to established procedures.
- Position requires sustained attention to detail and consistent follow-through on routine tasks.