

Family Life Ministries, Inc.

Events Director

Family Life, located in the beautiful Finger Lakes area of New York, has an opening for a full-time member of the Events team. Family Life is in its 64th year of ministry and includes a regional radio network of over 60 signals throughout New York and Pennsylvania along with full-time departments in Performing Arts and Biblical Counseling.

The Events Director will support and promote ministry outreach through events such as concerts, conferences, dinner events, public relations meetings, etc. The individual chosen to fill this position will have the opportunity of working with a talented team of over 60 staff members. An overwhelming sense of God's call to use one's talents and life to advance His work are necessary requirements to fill this position.

Family Life considers partnership with local churches and other Christian organizations / ministries a high priority. Integrity, excellence, teamwork, and a passion to serve characterize the ministry of Family Life. Email resume and portfolio to ricksnavely@familylife.org or mail to Family Life: POB 506; Bath, NY 14810.

JOB RESPONSIBILITIES

- I. Oversee All Family Life Events
 - A. Plan, schedule, organize and execute Family Life events including:
 1. Concerts
 2. Camps
 3. Retreats
 4. Luncheons
 5. Dinner Concerts
 6. Youth Theater Workshops
 7. Theatrical Productions
 - B. Be involved in all event related meetings and ensure proper communication with staff regarding event goals, responsibilities, and follow up

- C. Develop and maintain high professional standards and procedures for production of events
- D. Maintain exemplary relationships with caterers, churches, venues, printers and other external vendors and identify appropriate new business and ministry relationships
- E. Negotiate vendor contracts within strict budgetary parameters
- F. Coordinate with various departments within Family Life to execute events including facilities, A/V, ticket office, IT, graphic design, food service, and others as appropriate
- G. Perform other duties and special projects as assigned

II. Qualification Requirements

- A. A high school diploma and one (1) year of progressively responsible community relations experience with a direct responsibility for planning, organizing, coordinating, developing, evaluating and/or administering large events and special projects or a community service program/activity; or a bachelor's degree from an accredited college with focus on Hospitality, Tourism or Events Management
- B. Exceptional communication and interpersonal skills; meticulous organizational, project management, and time management skills
- C. The temperament to interact with a variety of personalities in a tactful, pleasant, and professional manner; ability to exercise independent judgment when appropriate
- D. Ability to work well under pressure; self-motivated with a proven ability to solve problems; aptitude for working collaboratively under varying degrees of supervision
- E. Fully competent in Microsoft Office, especially Excel

III. Miscellaneous

- A. This position requires working some nights and weekends with overnight travel when necessary
- B. Be part of Family Life's Management Team
- C. Attend weekly all-staff meetings on Wednesday mornings
- D. Be available for entire weekend for Spring and Fall Sharathons
- E. Report directly to CEO
- F. Supervise Events Department staff