

Meeting and Event Planner

Description:

Love hosting events or planning for big gatherings? We are looking for individuals who can work together on a team to create, plan and execute all types of events for Christian Students. Plan events that help new students get connected to other members or small retreats for members to get closer to God and enrich their college experience. Manage overall budget, scheduling, vendors, meals, advertisement, and other materials for each event. A staff member will help to oversee and support the team.

Responsibilities:

- Attend bi-monthly leadership council meetings
- Be able to work in a team to create, plan, and execute events for the club during the school year
- Lead a team of members for set up, run, and break down each event
- Make room reservations for Bible studies, group meetings, and/or other events for the club
- Ensure compliance with all university requirements and restrictions for hosting events on campus
- Be willing to help other leaders in Christian Students in their roles and duties

Qualifications:

Required

- Must be an active member of Christian Students for at least (1) year
- Must be detailed orientated and work well in a team
- Must be highly organized
- Must be competent in MS Office programs (Word, Excel, Power point, etc.)
- Excellent communication skills both oral and written

Preferred

- Have read the entire New Testament