



Project Management Event Team Lead

The Event Team Lead will use their experience and skillsets to proactively manage all aspects of event planning and coordination for the ministries of Thrive Church that apply to the logistical tasks and execution of events. This role requires the ability to build relationships with, work with, support, and assist ministries, vendors and service departments to ensure event success. Providing and overseeing teams for the events.

The ideal applicant will be skilled in handling a wide range of administrative and logistical tasks. They will also be highly organized and good at multi-tasking. Experience in planning events and coordination is preferred. Exceptional communication and interpersonal skills are a must.

Principal Job Responsibilities:

- Upholding the policies, procedures, guidelines and codes pertaining to event planning to ensure the success of each event
- Provides oversight and direction for all on-site teams including outside vendors while also providing the necessary tools required for them to perform tasks efficiently and effectively
- Manage event planning by possessing a complete knowledge of our Campus and grounds including room capacities, room usage, preferable table and chair set-ups, room adjacencies, food service allowances, multimedia equipment availability, traffic flow patterns, facility entrances, parking areas and fire code requirements
- Proactively manage the assigned calendar with campus oversight, processes, and implementation of critical systems.
- Proactively manage planning software, and ensure all event details are accurately represented in the system
- Meet with oversight regularly, attend department meetings, trainings and central event scheduled meetings
- Contract vendors for events and coordinate on-site set-ups and teardown
- Manage all aspects of event planning meetings with both ministries and support teams, including mediation of issues related to event
- Develop and maintain a preferred vendor list
- Manage, code and submit event receipts as event department credit card purchases
- Track spending to stay within approved event budgets while communicating final event budgets to ministries
- Create planning guides/timelines for all events and provide on-site and on-call support during events.
- Manage campus décor items owned by campus and use of said items for events as needed
- Will work at least one Tier 1 (Christmas and Easter services) and at least two Tier 2 events at Thrive's request, (First Conference, Freedom Conference, She Can, Men's Summit, etc..) in an execution capacity
- Will work with Senior Leadership to define the goal and objectives of the event as well as how these metrics will be measured
- Will work with staff/team after the event to review the event and complete Strat Op constructs to measure Four Helpful List and Learning Loops.

General Skills & Qualifications:

- Proficient written and verbal communication skills
- Strong time-management skills and multitasking ability
- Proficient in Microsoft Office, and/or with the aptitude to learn new software and systems
- Competency in Asana (project management software)
- Prioritize and manage multiple projects simultaneously and follow through on assignments in a timely manner
- Demonstrated knowledge of event management principles, methods and techniques
- Ability to strategically and tactically organize and structure events
- Demonstrated skills and experience in mediation
- Capability to work with varying personalities

Click on the link to apply

[APPLY HERE](#)