

POSITION DESCRIPTION

COURTHOUSE COMMUNITY UNITED METHODIST CHURCH

CALENDAR COORDINATOR

Reports To: Business Manager
Effective: 3/04/2018
Directly Supervises: None
Status: Regular Part Time
5 hours/week
FLSA: Non Exempt

JOB SUMMARY

Provides administrative support to assist in the effective operation of the Church office

REPORTING RELATIONSHIP

Reports to the Business Manager and functions as member of the CCUMC staff team, assuming responsibility for his or her own assignments while supporting other staff. The Calendar Coordinator is subject to annual performance evaluation by the Business Manager accompanied by a representative of the Staff-Parish Relations Committee

ESSENTIAL FUNCTIONS/RESPONSIBILITIES

Daily

Respond to Event requests within 2 business days.

Confirm Event two weeks prior to event and review all necessary information.

Communicate with all effected parties to avoid conflicts.

Maintain the Elexio Calendar and ensure that meeting reminders are sent and set.

Maintain overall church calendar and coordinate with room assignments.

As Needed

Other related duties as may be deemed necessary by the Business Manager

MINIMUM QUALIFICATIONS

Requires proficiency in computer applications and software systems including Microsoft Office which includes Word, Excel, Power Point; email and printing and publishing programs. Ability to exercise discretion in dealing with the public and have the ability to handle confidential information.

PHYSICAL REQUIREMENTS

Able to move freely in and out of different small group setting (office, meeting rooms)

Able to communicate clearly, respectfully, and professionally on the telephone, through email, and when meeting with members of the church and public.

CORE COMPETENCIES

Organizing: Can gather and organize resources to get things done; can orchestrate multiple activities at once to accomplish a goal; can use resources effectively and efficiently

Planning: Accurately assesses the length and difficulty of a project; sets objectives and goals; anticipates and adjusts for problems

Managing vision and purpose: Articulates and supports the vision of Courthouse Community UMC; speaks to a larger sense of purpose; communicates the vision of possibility, hope and optimism; helps others to own the vision

Managing conflict: Deals with problems quickly and directly; focuses when listening; settles disputes collaboratively and equitably; finds common ground and gets cooperation

Interpersonal relationships: Relates well to all kinds of people, inside and outside of the congregation; builds appropriate, effective and constructive relationships; uses diplomacy and tact; is regarded as a team player

Trust and integrity: Is widely trusted; seen as direct and truthful; keeps confidences; admits mistakes; adheres to an appropriate and effective set of core values; acts in line with those values during good and bad times