**Summary**

The Event Manager supports the church by coordinating and facilitating all the events of the church. He or she must be committed to the Mission and Core Values of St. Martin’s Episcopal Church.

As part of St. Martin’s family, employees not only receive a comprehensive benefits package that includes medical and dental insurance, generous time off, and fantastic retirement contributions; they also get the opportunity to work with a Holy Spirit led team.

**Essential Functions**

1. Work with all staff and parish members in coordinating activities and events.
2. Develop and maintain effective relationships with all staff, users, parishioners, contractors and other suppliers of event services.
3. Serve as a consultant in a planning/marketing capacity by meeting with and guiding staff and potential facility users through the planning process.
4. Coordinate and work closely with the Supervisor of Facilities, Coordinator of Food Services, Child Care Coordinator, Pastoral Care Coordinator and Coordinator of Audiovisual Services in the scheduling of events and services needed on site, as well as off site when requested and approved.
5. Oversee the management of software for calendaring all events (including training backup assistance).
6. Attend and participate in weekly staff meetings, staff retreats and other staff gatherings.
7. Ensure that all directional signage is created and put in place for all meetings.
8. Handle payments of outside groups to ensure all involved departments are paid.
9. Input events on to SMEC website calendar each month. Also, maintain updates to the website calendar.
10. Serve as reception hostess for funeral receptions in Bagby Parish Hall (when needed).
11. Serve as church liaison for Sterling’s Market.
12. Perform additional duties as assigned.

**Education, Skills and Experience**

* College degree and 2 years of relevant work experience
* Event planning certification preferred
* Proficiency in Microsoft Office and ability to learn new software and practices quickly
* Must be legally and physically able to drive

**EEO/AAP**

#### St. Martin’s policy and intent is to provide equal opportunity and employment in its practices.

#### Due to the nature and context of this role, only Christian applicants will be considered.

#### Resumes may be emailed to recruiter@stmartinsepiscopal.org