



Events Team Member

Scope:	Responsible for event setup at Northwest Bible Church.
Ministry/Dept.:	Events
Supervisor:	Events Manager
Supervises:	None
Employee Type:	Part-time

Schedule:	Regularly scheduled to work Wednesday nights, Sundays and various other shifts as available
FLSA:	Non – Exempt, Hourly
Occupation Class:	Laborers and Helpers
Work Comp Class:	Other
Environment:	Church Campus

Responsibilities

- Follow event schedules and maps to set up rooms for church events as requested.
- Provide customer service for all events – every effort should be made to meet any needs in a courteous, friendly and efficient manner, while not compromising smooth campus operation or policy.
- Communicate with other team members in a positive and appropriate manner. Assist co-workers as needed.
- Follow up with event leader for arising needs.
- Unlock and lock all doors for scheduled events.
- Monitor campus for safety by reporting suspicious people, vehicles, and situations to Events Manager.
- Respond to Emergencies according to Emergency Action Plan procedures.
- Secure interior doors and turn off lights of unused buildings, as they become unoccupied.
- Complete assigned routine and non-routine custodial tasks.
- Note all security, maintenance, custodial, schedule and equipment issues. Report these issues in an appropriate and timely manner to supervisor.
- Submit a daily activity report or task checklist as needed.
- Assist in other areas as needed and able.
- Setup basic audio and visual (AV) equipment such as projectors, laptops, screens, and microphones.

Requirements

As a religious organization, all employees must affirm and adhere to the Church's Doctrinal Statement of Faith, based upon its sincerely held religious beliefs, to qualify for involvement with the ministry. This is necessary to accomplish the Church's religious mission, goals, and purpose.

- Exhibit a growing relationship with Jesus Christ as Savior and as Lord, and agree with the doctrinal statement of Northwest Bible Church.
- Must be able to read, write and speak English fluently.
- Must have basic computer skills.
- Must be capable of sustaining heavy lifting up to 50 pounds including banquet tables, stages, and chairs.
- Must be comfortable working in large facility at night, sometimes alone.