



POSITION OPENING: EVENT MANAGER

Caldwell (PCUSA) is a vibrant, diverse, forward-leaning, 350-member community of faith located in the Elizabeth neighborhood of Charlotte, NC, about 1.5 miles from the center city. The Event Manager role will be the church's primary contact to the congregation and the community for all uses of the church's new Hope Community Hall (main hall, two classrooms, kitchen).

Specific responsibilities include:

- The point of contact for inquiries, both from outside organizations and church members, from initial contact through event/space usage completion.
- Provide information as needed - policies, rates, guidance and terms for all aspects of Hall usage, including kitchen, A/V, environmental policies, access and lock-up, etc.
- Respond to questions. Show the space as needed.
- Determine whether hall users need onsite presence during or after events.
- Coordinate payments to church.
- Have full knowledge of equipment operation (AV, kitchen, electrical) and work with the BOD to maintain.
- Provide any content needed to communicate the Hall's availability, terms, etc. on church website and other communications.

The Manager will:

- Have excellent people skills and understand the values of Caldwell church.
- Demonstrate professionalism, responsiveness, problem-solving and hospitality.
- Understand and convey the church's policies and philosophy of inclusion, welcome and invitation to all people.
- Work seamlessly with all church staff, officers and members.
- Demonstrate flexibility and adaptability as the Church gains experience in offering the hall.

The position will involve at-home responsibilities, working with inquiries and hall users online, as well as some on-site duties. Some weekend work is involved. The position reports to the Business and Operations Director. Scope: approx. 15 hours per week.

Preferred candidates will possess skill and experience in similar management support rolls; undergraduate college degree preferred. The position reports to Business and Operations Director Rick Rogers. The website is www.caldwellpresby.org Inquiries should be made to jobs@caldwellpresby.org .

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Caldwell Presbyterian Church is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.