

# ST. JAMES COFFEE

## EVENTS/PROGRAMS COORDINATOR JOB DESCRIPTION

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### JOB SUMMARY

St. James Coffee is a unique response to the Church's call of the New Evangelization in that it brings the Church into the the world and into the everyday lives of its customers and the local community. It is a place where people encounter Jesus Christ through its products and the hospitality of its volunteers and staff.

The Events/Programs Coordinator develops and carries out various events and programs in line with the vision and initiatives of St. James Coffee.

### RESPONSIBILITIES & DUTIES

- Pray for St. James coffee, its staff, volunteers, customers, and local community
- Coordinate the Events/Programs Volunteer Committee
- Work with Team Director to develop an annual events/programs calendar
- Work with Team Director to develop an annual events/programs budget
- Work with Volunteer Coordinator to staff events/programs
- Promote/market events/programs
- Drive and track attendance at events/programs
- Recruit volunteers
- Assist in training volunteers
- Encouraged to volunteer as an emergency sub

### QUALIFICATIONS & SKILLS

- Multitasker
- Organized
- Project management
- Effective communicator, including any written communication
- Inspirational leader able to get others on board with the vision and initiatives
- Outgoing and willing to step outside of his/her comfort zone
- Familiarity with, or desire to learn, Square point of sale software
- Familiarity with, or desire to learn, Google Apps (especially Drive, Docs, Sheets, etc..)
- Education in and/or experience with religious studies, theology, or pastoral ministry
- Practicing member of and in good standing with the Roman Catholic Church
- Willingness to adhere to all that the Catholic Church teaches and holds to be true

### ACCOUNTABILITY

This position is accountable to the St. James Coffee Team Director.