

ROLE AND RESPONSIBILITIES

EVENT PLANNING:

In collaboration with the team, oversee planning and implementation of annual conference for approximately 250 people, including:

- Booking venues and communicating with them
- Developing a program along that year's theme, including speakers, worship leaders, and video content
- Creating a unique guest experience that prioritizes opportunities for attendees to connect with each other
- Coordinating volunteers as needed for hospitality, production, etc

Assist other teams with planning of events throughout the year when needed

COMMUNICATIONS:

Manage the communication of stories, information, and resources through website, email, social media, and online networking platform (The Commons)

- Coordinate & manage publishing calendar
- Create content pieces appropriate to each platform, including graphics
- Write copy for content pieces as needed

Oversee brand consistency of all materials (both digital & print) that are produced by Fellowship Pacific

Ongoing administrative and design maintenance of website and The Commons

JOB

HOURS:

This position will be approximately half-time, with potential for more hours depending on availability.

SALARY RANGE:

\$25-\$35/hour, depending on experience

CHURCH PARTICIPATION:

Applicants should be part of a Fellowship Pacific church (or be willing to join one) and able to work in Langley, BC.