



BELLEVUE PRESBYTERIAN CHURCH

Job Title	Department	Reports to	Status	Start Date
Outside Events Coordinator	Business Administration	Facilities Director	Part-time (20 hrs) Non-exempt	ASAP

Our Roadmap: Where BelPres is Going

BelPres is committed to bring Jesus' healing wherever we live, work, play, and learn. To do this, we are focusing on four areas: community, discipleship, racial justice and healing, and equipping and empowering youth and young adults. We strongly desire to reflect the kingdom of God and therefore encourage a diverse pool of applicants. We act because we believe. We love because we are loved by God.

The Impact You'll Be Making

The Outside Events Coordinator is responsible for coordinating logistics between the BelPres facilities team and our community partners by scheduling events and managing rental agreements. As the first point of contact, you will be responsible for providing excellent customer service while adhering to BelPres policies and procedures. Specifically, you will:

- Coordinate the with potential renters and ministry partners to assess whether our facilities and resources will meet their rental needs
- Administer the calendaring, booking of equipment, required paperwork, and billing for each event
- Meet regularly with the facilities team to assess BelPres capacity and communicate to the team event set ups
- Arrange Event Hosts and other event support as needed and pay contracted support efficiently
- Provide additional administrative support to the facilities team and reception desk as needed (25% of time)

Who We Are Looking For

Experience, Skills & Knowledge

- Personal and growing commitment to Jesus Christ
- Excellent written and verbal communication skills
- Excellent attention to detail
- Ability to provide a warm welcome while adhering to and enforcing BelPres policies

Culture

- We Are One Team, Fully Present: Our communication is built on trust, and we are quick to give grace.
- We Are Intentionally Innovative: We aren't afraid to challenge the status quo.
- We Care Big: We assume good intent and have a bias for action and timeliness.
- We Do Hard Things: We believe in a God who calls us to work together and makes the impossible possible.

How To Apply

Please fill out an application (found at belpres.org/jobs) and submit it along with your resume and cover letter to:
Sammie Stimson - ssimson@belpres.org
 1717 Bellevue Way NE | Bellevue, WA 98004