

Job Description



Position: Event Coordinator

Revised Date: January 8, 2026

Reports To: Director, Congregational Experience and Volunteer Engagement

Employment Status: Part-Time

FLSA Status: Non-Exempt

Hourly Requirements: Up to 20 Hours Per Week

Location: Living Word, Red Lion, PA – On-site

Position Summary:

The Event Coordinator plans, organizes, and delivers events that foster community engagement and spiritual growth at Living Word. This role works closely with church leadership, ministry teams, and volunteers to ensure all events align with the church's mission and values, offering welcoming and meaningful experiences for all attendees.

Key Responsibilities:

1. Event Planning and Execution

- Plan, organize, and execute church-wide events, including outreach initiatives, conferences, workshops, and social gatherings.
- Coordinate event logistics including scheduling, space setup, catering, A/V, and other technology needs.
- Source and manage external vendors, contracts, and supplies as needed.

2. Volunteer Engagement and Coordination

- Recruit, train, and support volunteers to lead and serve at events and ministry initiatives.
- Provide encouragement, accountability, and resources to volunteers to help them thrive in their roles.
- Lead logistics and volunteer coordination efforts for all major events.

3. Communication and Collaboration

- Partner with ministry leaders to ensure events align with the church calendar and mission.
- Collaborate with the communications team to develop and distribute promotional content (e.g., flyers, social media posts, announcements).
- Maintain a systemized and collaborative approach to event planning with church staff.
- Collect event feedback and recommend improvements for future planning.
- Plan, organize, and execute Easter and Christmas church wide décor.
- Perform other duties and responsibilities as assigned to help support Living Word's mission.

Education and Experience:

- High school diploma or equivalent required; associate or bachelor's degree in a related field preferred
- Proven experience in event planning and coordination, preferably in a church or nonprofit setting

Skills and Attributes:

- Strong interpersonal and communication skills with a high level of discretion
- Excellent organizational and planning skills with attention to detail
- Ability to work collaboratively with diverse teams and volunteers
- Proficiency with Microsoft Office and event management tools
- Creative, proactive, and solution-oriented mindset
- Passion for discipleship and commitment to living out Christian values
- Willingness to work evenings and weekends as required
- Personal life consistent with biblical standards and a reputation for Christian character and integrity

Working Conditions:

Subject to frequent interruptions; prolonged sitting and/or standing; occasional lifting of supplies and equipment; some evening and weekend hours required; occasional pressure due to multiple deadlines and event demands.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of individuals so classified.

Living Word expects all employees to work in accordance with the standards set forth in the LWCC staff handbook and policies document. Living Word retains the sole right to exercise all managerial functions set forth therein.