



SW Campus Weekend Event Coordinator

Contract 17.5 hours/week (16 weeks)

First Alliance Church (FAC) is looking for a Weekend Event Coordinator to build into the SW campus located at Glenmore Christian Academy. This position would assist the SW Campus Pastor and worship leader with administrative support for the weekend gathering to create spaces and opportunities for people to experience the living God.

This position is open to individuals who would value a challenging opportunity to learn and contribute collaboratively in a creative, purposeful environment. As part of the Environments Team, a large team of creatives, this position would give the potential candidate opportunities to support and work with artists and technicians and help craft the weekend service at the SW Campus of FAC. This position offers some flexible hours during the week; however, the applicant must be available to work on Tuesday and Sunday mornings.

Role Specifics

- Coordinate and communicate with technicians, creatives and Campus Pastor, all elements and details of the weekend event both verbally and on Planning Center
- Source screens
- Source participation within event program i.e. hosts, drama etc.
- Support teaching with screens and other elements as requested
- Coordinate with creatives regarding lighting scheme and visual needs for the event
- Keep all digital plans up to date on Planning Center
- Schedule and train volunteers for the event

Qualifications and Experience

- Excellent communication skill, high capacity and positive attitude
- Attention to detail, organization and project management skills
- Excellent time-management skills
- Lead with a relational component to building into other's lives
- Proficiency on computers and knowledge of Pro-Presenter and Planning Center an asset but not essential, training will be provided
- Under 30 years of age

Application process

Please submit a cover letter and resume to Heather Wile hwile@facalgary.com

This position is partially funded by the Canada Summer Jobs program