



**First Divine Science Church, DBA:
Althea Center for Engaged Spirituality
Job Description**

Job Title: Event Coordinator

Classification: Part-time, Independent Contractor

Hours: 5–10 hours per week (flexible, event-driven schedule)

Compensation: \$25.00/hour

Reports To: Board of Trustees **via designated Board Liaison / Events Lead**

Purpose

The Event Coordinator ensures that all services, programs, and rental events at Althea Center unfold smoothly, respectfully, and with a welcoming spirit. This role supports the use of the sacred space by coordinating logistics, providing on-site hosting and technical assistance, and creating a calm, hospitable environment where community connection and meaningful experiences can flourish.

Core Responsibilities

1. Event Hosting & On-Site Support

- Open and close the building for rentals, weddings, meetings, and special events.
- Welcome renters, guests, presenters, and participants; provide basic orientation to the space.
- Remain on-site during events to monitor activities and ensure adherence to Althea's use policies and values.
- Respond to and troubleshoot basic on-site needs (lighting, temperature, room setup, A/V, etc.).
- Serve as a calm and supportive point of contact throughout the event.

2. Event & Rental Coordination

- Conduct walk-throughs with prospective renters; explain room options, setup possibilities, usage guidelines, and pricing.
- Use google calendar to prevent booking issues.
- Communicate event details (date, time, room use, setup needs, and technical requirements) to administrative staff to ensure accurate scheduling and avoid conflicts.
- Ensure event spaces are ready prior to arrival and restored to standard layout and order after use.

3. Audio/Visual & Technical Support

- Set up and operate microphones, speakers, projectors, basic lighting, and livestream systems as needed.
- Assist speakers, musicians, officiants, and presenters with connecting devices or media.
- Identify and report technical issues to the Board Liaison or designated A/V support volunteer.

4. Communication, Safety & Stewardship

- Represent Althea Center in a professional, welcoming, and values-aligned manner at all times.
- Maintain an event log including dates, renter names, attendance notes, incidents, or feedback.
- Notify Administrative Assistant or Board Liaison of:
 - Facility or safety concerns
 - Supply or equipment needs
 - Schedule changes or event-related issues
- Support a safe, respectful, and inclusive atmosphere for all who enter the space.

Qualifications

- Reliable, self-directed, and comfortable working independently.
- Strong interpersonal, hospitality, and customer service skills.
- Basic familiarity with sound systems, projectors, and media equipment (training provided).
- Ability to lift and move chairs and tables (up to 30–40 lbs).
- Willingness to work variable hours, including evenings and weekends.
- Respectful of Althea Center’s mission, spiritual values, and diverse community.