



Position Description

Event Coordinator

Department/Team	Service Centre Team
Employment Basis	Part-time with occasional weekend work required
Location	Sydney, NSW Australia
Reports to	Service Centre Team Leader
Direct Reports	Nil
Effective August 2024	Version 1.0

Overview of Sydney Missionary and Bible College

Located in Sydney's cosmopolitan Inner West, Sydney Missionary and Bible College ('SMBC') is approved by the Australian College of Theology to offer a variety of courses at undergraduate, graduate and postgraduate level. SMBC provides a flexible approach to learning, offering full-time and part-time, day and evening, intensive and semester-length options, to meet the needs of Christians from a variety of backgrounds and with a range of ministry goals.

SMBC's vision is to see thousands of loving, skilled graduates bringing the light of Christ to a dark and needy world. For over 100 years, it aims to achieve its vision by creating learning communities through which God prepares his people – theologically, spiritually, and practically – to serve Jesus in diverse contexts and cultures.

Event Coordinator Role

The primary objective of the Event Coordinator is, under God, to contribute to the vision and mission of SMBC through effective event and conference co-ordination.

In order to meet this objective, the person we are seeking will:

- Be a hands-on enthusiastic and energetic ambassador for SMBC's vision.
- Be an effective, relational event co-ordinator who is a clear communicator
- Have a strong and growing relationship with the Lord.

Primary Responsibilities:

Event Co-ordinator:

- Key point of contact and coordinator for all SMBC events, such as orientation, conferences, prospective student open events, fundraising dinners, graduation, board meetings, annual college photo and external SMBC events
- Develop budgets for each event in consultation with the Chief Operating Officer and organise events in keeping with the planned budget.
- Work with event owner and, where required, key stakeholders, to produce project and site plans for each event including: lead in times required for effective advertising, booklet production, powerpoints, seminar rooms required, speakers notes, post event recording plan, run sheets, and communication with all stakeholders, including, but not limited to, the Property team, Catering team, Engagement team, Speakers and Technology team.
- Set up the digital registration for each event (where required).
- Ensure SMBC events are compliant with the “SMBC Event Checklist” document
- Where required, liaise with people with special needs and ensure compliance to relevant legislation
- Liaise and coordinate with staff and attend regular event planning meetings to identify and ensure the smooth organisation of events and conferences.
- ‘Hands on’ preparation of facilities with appropriate staff member/s to coordinate all event details such as booking venues, room set up, décor/flowers, catering, entertainment, photographers, parking, location, invitee list, special guests, equipment, promotional material.
- Proactively manage any arising issues and troubleshoot any emerging issues before and on event days.
- Conduct post-event evaluations and report on outcomes
- Coordinate the external event bookings
- Ensure event compliance with insurance, legal, health and safety obligations

Contribution to the general life of the College

- Collaborate with internal and external stakeholders (including church and para-church organisations) in a professional manner that reflect College organisational values.
- Represent and actively promote the College within the wider Christian community.
- Annually affirm the SMBC Doctrinal Statement.
- Undertake relevant internal training courses as requested.
- Attend and actively participate in team meetings
- Understand and comply with SMBC Codes of Conduct, Work Health & Safety, Safe Communities, Privacy and other College policies.

Working relationships

- Chief Operating Officer
- Service Centre Team and Team Leader
- Engagement Team
- Student Services Team
- Tech/AV team
- Event/Conference Owners
- Centres for Preaching and Pastoral Ministry and Cross-Cultural Mission
- Lecturers – SMBC & The Bridge
- Current Students
- Alumni
- Library team
- External parachurch and mission organisations

Person Specification

The successful candidate will:

- be a mature Christian and active member of a local church
- live a lifestyle consistent with Christian standards of holiness
- be committed to the vision, mission and values of SMBC (attached)
- possess flexibility in approach
- Thrive in customer service, team work and remain calm under pressure.

Knowledge and Skills

The successful candidate will:

- demonstrate a strong history of customer service excellence
- have proven experience in communication, organisation and time management
- possess a current valid Working with Children Check
- have proven experience in problem-solving and decision-making
- show a high level of computer literacy and adaptation to new software
- Have experience in a business/event co-ordination role (desirable)
- Have prior Salesforce and event software experience (desirable)