

Wesley United Methodist Church

April 2024

21 East Franklin Avenue

Naperville, IL 60540

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Position Title: Building Events Manager**Reports to:** The Lead Pastor of Wesley UMC and the Wesley Staff Parish Committee (HR).**Job Objectives:** Serve as host and coordinator to external groups using Wesley UMC for meetings, events, and weddings.**Responsibilities:**

- Work with the administrative assistant to advertise space available for use. This includes but is not limited to providing updated pictures and descriptions for the website and other electronic and print publications.
- Reach out to groups and individuals that might be interested in using our space.
- Be the first point of contact for persons who inquire about space use.
- Assess space use needs and prepare quotes
- Be able to lift 30 lbs (in the case of possibly needing to move folding tables or chairs for example)
- Recruit volunteers and assistant for events that require additional support
- Curate a digital and physical collection of area vendors for use
- Work with trustees to identify and address any necessary repairs or replacement in spaces for use
- Oversee preparation of space and serve as primary host the day of the event
- Coordinate deliveries / set up as needed
- Replace paper product supplies if needed during the course of event
- Answer questions and address needs of space users
- Oversee return of space to original form following an event
- Walk through and secure building following event

Expected Education, Skills and Expertise:

- Excellent people skills
- Proficient in social media
- Widely available, particularly on weekends
- Take required Wesley UMC Safe Sanctuaries training
- Complete background check

Hours: Vary by event. Evenings as needed. Weekends as needed.**Health Benefits:** this position is not eligible**Vacation/Paid Time Off :** Accrues with time served**Compensation:** \$100/week plus additional payment per event