



COLLEGE *of* ATHENS

Events Director

The College of Athens is seeking to fill the full-time position of **Events Director**.

Position Description

The Events Director will be responsible for organizing, managing, and growing the suite of public-facing events hosted by the College of Athens. Events include conferences, fundraisers, and other public gatherings related to corporate prayer, worship, service and teaching.

(See: collegeofathens.edu > events for a roster of CoA's annual events.)

Specific duties will include:

- Attend weekly Leadership Team and Prayer Hour meetings;
- Create a Project Plan with timeline and budget for each event;
- Manage event planning teams and/or committees as appropriate;
- Oversee registration and website content related to events;
- Oversee contracts with external venues and vendors as related to event planning;
- Recruit event sponsors and volunteers;
- Collaborate with the CoA marketing team for event promotion; and
- Serve as on-site lead for all event logistics.

Qualifications

- Bachelor's Degree (no exceptions).
- Strong Christian spiritual maturity.
- A sincere interest in furthering the CoA mission and supporting the CoA Belief Statement.
- Some experience with sales and/or marketing.
- Excellent organizational and planning skills, including attention to detail and the ability to effectively handle multiple tasks simultaneously.
- Excellent interpersonal skills that demonstrate confidence around leaders, students, community members, and in meeting situations.
- Strong verbal and written communication skills including the ability to prepare accurate and appropriate presentations and documentation.
- Technical proficiency in Microsoft Excel, Word and PowerPoint, Publisher, basic video editing, and the ability to use internet technologies and social media effectively and efficiently.

- A resourceful and collaborative nature that can manage and work well with multiple constituencies and strong attention to detail, with an organized work style and an achieving mindset.

Benefits

The CoA Events Director will:

- Gain valuable organizational leadership skills in a supportive, faith-filled Christian environment;
- Share in the co-labor and joy of advancing God's Kingdom through the College;
- Build life-long relationships with other members of the Body of Christ; and
- Have the opportunity to advance through the organization via promotion.

Compensation

This is a full-time (40-hours per week), salaried position. Some personal support-raising required.

The Director will be entitled to:

- Free tuition for self or immediate family member(s);
- 3-weeks paid vacation per year plus 10-13 paid holidays; and
- Other optional benefits after 6 months employment such as participation in the college's IRA retirement plan, health benefits and AFLAC benefits.

To Apply

Interested candidates should submit the following components to Dr. Marcia Wilbur, CoA President, (m.wilbur@collegeofathens.edu)

- Cover letter stating interest and salary requirements;
- A current resume that includes contact information for 3 professional references; and
- A copy of all college transcripts.

Contact Dr. Marcia Wilbur @ 706.769.1472 or m.wilbur@collegeofathens.edu with any questions.

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