



CAMPUS EXPERIENCE & EVENTS COORDINATOR

Revision Date: August 2026
Classification: Full-Time / Salary / Executive Exempt
Reports To: Church Administrator

Position Summary:

The Campus Experience & Events Coordinator serves as a key operational and hospitality leader at Trinity, ensuring that all weekday and other scheduled events – from first impressions to major facility events – reflect our church’s mission, excellence, and warmth. This position is responsible for managing the church’s facility usage, coordinating all external events, and ensuring the safety, and hospitality of our campus throughout the week. With oversight of guest services, office reception, scheduling systems, building access, and external event logistics, this role requires leadership, organization, and a deep understanding of the ministries and rhythms of a large and active congregation. The coordinator collaborates across departments and committees, and serves as a vital connection point between the church, its staff, members, and the wider community.

Primary Responsibilities:

- In cooperation with the Church Administrator, manage all Main Office systems and functions to provide a welcoming experience for all members and guests.
- In cooperation with the Church Administrator, establish and maintain the external event scheduling process, including standardized fees and facility usage/capacity management.

Facility Usage:

- Manage and maintain the church facility usage calendar, ensuring optimum utilization of space and resources.
- Manage and maintain the external event scheduling process, including online forms for outside events, a standard schedule of fees, and appropriate coverage for facility and personnel capacity.
- Schedule all community events held in the building, on the grounds, or utilizing church vehicles.
- Manage all contracts with groups using the facility.
- In coordination with the Facilities Maintenance Technician 1 ensure building readiness for all external events.
- In coordination with all stakeholders, manage all aspects of outside groups using the facility, including but not limited to set-up, personnel, custodial, usage proposals, invoices, facility access, parking, equipment and supplies, coordination with Technical Department, contracts, certificates of insurance, and all other functions associated with regular and special events.
- Ensure coverage of contract services based on regular and special event schedules.

Facility Safety & Security:

- Oversee all aspects of the door locking, including keypad access, schedule, assigning door codes, and purging those who should no longer have access.
- Ensure security protocols are followed regarding access, building use, and keys or codes.

Main Office Management:

- Maintain an organized and professional office environment, including front desk, storage areas, and shared workspaces.
- Oversee supply inventory, supply closet and the reorder of materials as needed.
- Support volunteer recruitment and coordination for Main Office needs.

Reception & Guest Experience:

- Act as the primary weekday point of contact for all individuals entering the church office, offering a professional and welcoming presence that reflects the values of the congregation.
- Maintain a comprehensive and current understanding of church ministries, staff roles, and upcoming events to provide timely and accurate information to members, visitors, community partners, and vendors.
- Serve as a resource hub by responding to inquiries regarding building access, facility use, ministry connections, and staff functions with clarity and care.
- Recruit, schedule, and supervise volunteer receptionist(s), providing training and oversight to ensure a consistent, high-quality guest experience.
- Answer, direct, and follow up on incoming calls and emails with discretion, hospitality, and professionalism, especially when volunteer coverage is unavailable.
- Manage weekday deliveries and enforce visitor sign-in and safety protocols in accordance with church security and hospitality standards when volunteer receptionist(s) are unavailable.

Collaboration:

- Collaborate with staff, ministry leaders, and community partners to prevent scheduling conflicts and ensure logistical needs are met.
- Attend weekly staff meetings, scheduled Church Council meetings, and other meetings as needed to communicate office and calendaring needs to others on staff and in leadership.
- Participate in all trainings required by the Employee Policy Manual (e.g. Safe Sanctuaries).

Qualifications and Experience:

- Minimum of 5 years in scheduling, event management or related field, or an equivalent combination of education and experience sufficient to successfully perform the duties and responsibilities of the job as listed above, preferred.
- Warm, professional demeanor with excellent interpersonal and communication skills.
- Strong organizational and multitasking abilities.
- Proficient in office software (Microsoft Office, Google Workspace, etc.); experience with church management software preferred.
- State of Alabama Notary Commission or the ability to obtain a commission preferred
- Ability to manage volunteers or supervise part-time staff.
- Ability to pass a background check screening.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Performing physical activities that require use of arms, finger dexterity sufficient to operate a keyboard, sight, speech, sitting for extended periods, bending, pushing, pulling, lifting, and carrying.
- Ability to lift/carry/push/pull up to 25 pounds.

Work Schedule: 40 hours per week. Primary work schedule is Monday through Friday. Schedule may vary based on event demands and may require a combination of office hours and work performed after hours and/or weekends, if needed.

Annual Salary: \$35,600

To Apply: Please submit a cover letter and resume to jennifer.abell@trinityhsv.org