

Events Coordinator

Part-Time · Approximately 12 Hours / Week

CCO is looking for an organized, people-oriented Events Coordinator to help plan and execute church-wide events and ministry activities. You'll be the go-to person connecting ministry leaders with our Facilities, Tech, and Creative teams to make sure events run smoothly — from weddings and funerals to holiday services and outreach initiatives.

WHAT YOU'LL DO

- Coordinate church-wide events, calendar scheduling, and event registrations
- Support weddings, funerals, and holiday services logistically
- Lead outreach programs including Serve the City, Bless a Family, and Operation Christmas Child
- Arrange childcare for major events and classes
- Serve as staff liaison to MomCo
- Recruit and coordinate volunteers as needed

WHAT WE'RE LOOKING FOR

- Strong organizational and communication skills
- Comfortable juggling multiple events and details at once
- Experience coordinating events, projects, or volunteers preferred
- Basic Microsoft Office proficiency; willingness to learn church management systems
- A growing relationship with Jesus Christ and alignment with CCO's mission and values
- Flexibility for evenings and weekends as events require

Schedule: Approximately 12 hours/week, varying with the church calendar and event needs.