

# Zion Lutheran Church of Pittsfield

## Job Description for Common Room Coordinator

### Position Requirements:

- Friendly, people-oriented attitude and active listening skills.
- Self-motivation, ability to work independently and as part of a team.
- Willingness to take ownership and initiative with solving problems, managing priorities, and making decisions.
- Organizational skills, with a very fine attention to detail.
- Readiness to follow up and resolve ambiguity.
- Savvy with Microsoft Office (i.e., Word, Excel, PowerPoint), Internet, and Email.
- Flexibility to work in the evening or on a weekend as needed for the position.

### General responsibilities:

- Serve as the primary contact person and liaison for Common Room events
- Understand and coordinate set up requirements for each Common Room event, and schedule and attend site visits in advance of events, as needed.
- Complete all necessary paperwork; ensure that all liability insurance requirements are met; and send invoice to event organizer in advance of event.
- Communicate setup requirements to Setup Manager, church staff, and/or users.
- Oversee or delegate access and closing on the day of the event.
- Provide a monthly summary of goals, activities, and progress.
- Other duties as assigned

### Terms of Employment:

- 4 hours per week, flexible scheduling as needed for the position.
- \$14 / hour to start; review after 90 days.
- Common Room Coordinator reports to the pastor.
- Criminal background check required.

### To apply:

- Email cover letter and resume to [alicia@zionlutheranpittsfield.org](mailto:alicia@zionlutheranpittsfield.org) or send both in a message to Zion Lutheran Church of Pittsfield on Facebook.