

Reception & Operations Event Coordinator



VILLAGE CHURCH

Presbyterian (USA)

Village Church Mission Campus
6641 Mission Road
Prairie Village, KS 66208

Full-Time
Reports to: Senior Director of
Business Operations

To apply, send resume and/or
cover letter to
human-resources@villagepres.org

Position Summary:

The Reception & Operations Event Coordinator is responsible for welcoming visitors and handling front desk duties while coordinating with the Operations and Events teams to ensure seamless event execution. This role supports event logistics, operations alignment, and front desk management to create a smooth, organized, and welcoming experience for staff, guests, and event attendees.

Key Responsibilities:

Reception Coordination

- **Greeting and Assisting Visitors:** Serve as the initial point of contact for all visitors, providing a warm, professional welcome and assisting with general inquiries.
- **Telephone Management:** Answer, screen, and direct phone calls promptly and courteously, providing information and taking messages as needed.
- **Appointment and Schedule Coordination:** Maintain the reception calendar and event schedules, coordinating with Operations to ensure efficient scheduling and resource allocation.
- **Administrative Support:** Assist with general administrative tasks such as filing, sorting mail, and ordering supplies to keep the front desk area organized and efficient.
- **Visitor Log Maintenance:** Keep a detailed log of all visitors to ensure security and proper access for authorized personnel.

Event Operations Coordination

- **Collaborate with Operations and Events Teams:** Work closely with the Operations team to plan and execute logistical aspects of events, including setup, equipment needs, and post-event teardown.
- **Event Logistics Management:** Oversee all event logistics, including venue preparation, catering coordination, AV setup, and other operational needs, ensuring smooth execution.
- **Vendor & Partner Liaison:** Maintain relationships with the supplies, mail, and answering service vendors. Receive, code, and submit Facility Fees and Agreements to the accounting team.
- **Budget Tracking:** Manage invoices in collaboration with the Operations team, ensuring that all expenses align with budgetary limits for supplies, mail, and answering services.
- **On-Site Supervision and Troubleshooting:** Oversee event setup and manage any real-time issues that arise during events, coordinating with the Operations team to resolve challenges promptly.
- **Post-Event Evaluation & Reporting:** Gather feedback, analyze event success, and prepare evaluation reports to guide future improvements and support efficient Operations team planning.

Qualifications:

- Education: Bachelor's degree preferred.
- Experience: Minimum of 2-3 years of experience in coordination and reception management or a related field.
- Skills:
 - Excellent organizational, time management, and multitasking abilities.
 - Strong communication skills, with a focus on creating a welcoming environment and a professional demeanor.
 - Proficiency in Microsoft Office Suite is required, especially Excel. Planning Center knowledge strongly preferred.
 - Problem-solving and adaptability, with a focus on creating seamless events and positive first impressions.

How to Apply:

Send resume and/or cover letter to human-resources@villagepres.org.

AAP/EEO Statement:

Village Presbyterian Church is an equal opportunity employer. In accordance with anti-discrimination law, it is the purpose of this policy to effectuate these principles and mandates. Village prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, sex, religion in non-ordained positions, national origin, disability status, protected veteran status, or any other characteristic protected by law. Village conforms to the spirit as well as to the letter of all applicable laws and regulations.