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COMMUNITY EVENTS MANAGER



First Presbyterian Church is a vibrant, historic congregation located at Broadway and 27th Street in uptown Oakland. We are looking for a new Community Events Manager to coordinate the many community groups who use our beautiful campus on a weekly basis.

About First Church Facilities

Our mission is to make our campus available to Community Partners who are actively involved in the visual and performing arts, social justice and peace, ministry to the disadvantaged, and building community. We value and affirm persons of every age, national origin, racial and ethnic heritage, gender identity, sexual orientation, socio-economic status, physical ability and spiritual leaning. We welcome everyone. We are currently a home to the following organizations for meetings, rehearsals, performances, workgroups and other gatherings:

- Brass Over Bridges
- Community Women's Orchestra
- Cantare Con Vivo Adult and Children's Choirs
- College Awareness Program
- Habitat for Humanity East Bay, Silicon Valley
- Faith in Action East Bay
- Food Not Bombs
- First Church Food Ministry
- Oakland Civic Orchestra
- Oakland Early Head Start Preschool
- Oakland Gay Men's Chorus
- Oakland Kids First
- Oakland School for the Arts
- Oakland Seniors Center Ballroom Dance
- Piedmont East Bay Children's Choirs
- Quinteto Latino
- ReCares
- Sacred & Profane Chamber Chorus
- The Lucy Kinchen Chorale
- Vuity Health Foundation Free Pop-up Clinics
- Western Service Workers Association

First Church also provides one-time use of space to community groups for private parties, receptions, meetings, weddings, and other gatherings.

Community Events Management

Hourly use of space by community groups is an essential part of First Church's mission and operations. Community Events allow First Church to share its magnificent campus in support of the work and celebration of community groups in Oakland. Community Events also provide a necessary source of revenue to sustain the campus and make it available.

We pride ourselves in making our facility a welcoming place for the whole community. We are looking for a mission-oriented, part-time worker who can join us in making our campus available for the following uses:

- Weekly musical rehearsal / practice
- Weekly community work groups and meetings
- Seasonal concerts and events
- Private parties (most weekends)
- Other community-oriented events hosted at the First Church campus.

This work can be done remotely, though frequent public interface is required, as are weekly office hours. The total workload is estimated between 8-10 hours per week. This work consists of the following:

- Give campus tours to interested campus users.
- Manage the church's MS Outlook calendar, keeping track of room availability and coordinating uses with multiple groups.
- Manage the church's promotion of its campus and hourly use. Invite shared use of space by outside groups through email and social media outreach.
- Receive phone calls for one-time rental inquires and longer-term uses of space.
- Manage email correspondence with campus users and potential campus users. Send and receive rental applications.
- Coordinate room usage and set-up with custodial and church staff.
- Negotiate and manage rental agreements with campus users.
- Receive payments and coordinate with the church bookkeeper.
- Be kind, welcoming, and an ambassador for the church and its values of hospitality, generosity, and inclusion.

We are looking for a person with these experiences and traits:

- Previous experience in the non-profit sector is helpful, but not required.
- Must be committed to helping the congregation achieve its goal of community welcome through generosity, hospitality and inclusion.
- Is polite, courteous, and patient with visitors and potential campus users.
- Can work well with large teams and coordinate campus needs.
- Has excellent written and oral communication skills for email, phone calls, and in-person meetings (Spanish speaking is helpful, but not required).
- Has the ability to manage room logistics for multiple user groups.
- Experience with MS Word, MS Outlook and MS OneDrive for remote working is required.
- Experience with Adobe Creative Suite software is preferred, but not required.

How to apply:

Please send a one-page cover letter describing who you are and why this work appeals to you. Please also provide a one-page resume, including two references whom we may contact about your work-history or community involvement. You may contact us if you have questions about this work. We will happily accept inquiries at **events@firstchurchoakland.org (no phone calls, please)**. We can also be available to give campus tours and to meet with you to describe the work in greater detail.