

Ladies Day Coordinator

Position Description:

Plan, organize and manage the annual February Ladies Day.

Qualifications:

- Christian adult female
- Strong leadership and organizational skills
- Ability to work with others and delegate
- Good communication and interpersonal skills
- Capable of team building
- Good money management skills

Responsibilities:

- Select theme and schedule for the event.
- Secure date on church calendar.
- Identify ladies to chair/lead committees responsible for the various aspects of the program.
- Communicate Ladies Day information to committees and congregation.
- Submit names of potential future Ladies Day speakers.
- Obtain necessary approvals for speakers and chairpersons through the Ladies Programs deacon.

Ministry Deacon Contact:

Steve Bertini

Time Commitment:

30-40 hours

Revised 2/23/11