

Events Coordinator

Job Description

Supervisor: Next Steps Director | Full Time: 40 Hours | Daybreak Carlsbad Campus

Our Mission: Why We Exist

To help people live and love like Jesus.

Our Vision: How We Accomplish the Mission

We help people make four decisions to Entrust our whole life to God, to Enjoy living in community with God & others, Invest in God's kingdom, and Invite others to do the same.

Our Values: How We Interact With Everyone

We Pray First We Lead Through Teams We Prioritize Health We Provide Unreasonable Hospitality
We Embrace Feedback We Model Servanthood We Make it Funner We Live Generously

Position Summary:

The Events Coordinator leads the planning, coordination, execution, and evaluation of church-wide events at Daybreak. This role supports the mission of helping people Live and Love Like Jesus by creating intentional, excellent, and highly hospitable environments.

Primary Responsibilities and Metrics: What I am responsible for

- Support the Annual Events Calendar and coordinate church-wide events at both Daybreak locations, included but not limited to: Christmas, Easter, Mother's Day, Father's Day, Team Nights, Staff Advance, Conferences, Kingdom Builders events, Anchoredman and Lovely event support as needed, and additional church-wide events as needed.
- Implement the Daybreak Event Development Process for major events with healthy planning rhythms and systems across ministries.
- Manage timelines, logistics, communication, and planning systems.
- Ensure events align with Daybreak's mission, vision, values, and culture.
- Help create environments marked by excellence and hospitality that are welcoming, organized, and intentional.
- Oversee and manage all event budgets, ensuring ministry specific spending for each event is within approved budget guidelines/parameters.
- Anticipate challenges and help solve problems proactively.
- Schedule and facilitate meetings, leading through collaboration and clear communication.
- Coordinate collaboration and unified execution across ministries
- Provide feedback and execution support, while driving accountability and follow-through
- Clarify responsibilities and next steps
- Work closely with ministry leaders, staff, volunteers, and production teams.

Qualifications and requirements – What we are looking for

- Proven experience in event planning and coordination.
- Strong organizational and project management skills, able to manage multiple projects simultaneously.
- Experience leading through teams and coordinating high-capacity leaders.
- Strong communication, follow-through, and problem-solving abilities.
- Alignment with Daybreak's mission, vision, culture, and values.

To Be Considered - Send the following documents to Nicole Giese at Nicole@daybreakchurch.org

- **Cover Letter** - Describing your interest in the position
- **Resume** - Highlighting your ministry and leadership experience