



**St. Mary's Catholic Campus Ministry**  
at Stephen F. Austin State University



## POSITION DESCRIPTION

**Title:** Event Team Director

### Primary Purpose

The purpose of the Event Team Director is to coordinate the Events team and ensure excellence in the events at St. Mary's.

### Primary Responsibilities

1. Support Event Interns and other volunteers to develop, organize, plan, and execute events and programs of St. Mary's CCM.
2. Ensure the Event Documents are complete and turned in on time.
3. Ensure good communication and coordination with events team, media team, FOCUS and leadership.
4. Support in the coordination of appropriate advertisement of events with the Media Team and Administrative Interns.
5. Attend Bi-weekly Leadership Team Meetings.
6. Provide feedback on and suggest improvements for St. Mary's CCM events.
7. Perform additional duties as assigned/needed.

### Qualifications

- Strong Catholic Faith and evangelical zeal
- Servant leadership qualities
- Experience planning and leading events
- At least two semesters as an Event Team Intern or significant similar experience

### Primary Relationships

Events Director reports directly to the Campus Minister. The Events Team Director manages Student Event Interns and collaborates and coordinates with other Interns, FOCUS Missionaries, students, and volunteers.