

Job Description

Position Summary:

The Environment Coordinator will be responsible for setting up various events and maintaining overall appearance of environments.

Direct Lead:

Environments Supervisor

Position Details:

- Primary location at Renton Campus
- Status: Part-Time (Hourly)

Required Skills:

- Ability to follow instructions, both written and verbal
- Ability to work independently
- Ability to pay close attention to detail.
- Ability to lift 25lbs

Responsibilities:

1. Facility set up of tables and chairs for special events and Sunday services.
2. Maintain set up team areas, such as storage closets
3. Ensure all environments are clean and ready for use.
4. Communicate about time-off, schedule changes and other attendance related request in advance
5. Must be willing to work at least 1 weekend day (Friday, Saturday, or Sunday)
6. Follow Safety requirements, including proper attire.

Other Qualifications and Expectations:

- High School Diploma

WORKING ENVIRONMENT: The majority of the work is performed in a professional office setting with a wide variety of people in differing functions, personalities and abilities.

PHYSICAL DEMANDS: An individual will be required to work the majority of hours in a general office environment and will need to be able to quickly respond to a change in work demands. Occasional lifting (1-50 lbs) is required. [Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions].

This job description is not an employment agreement or contract. Management has the exclusive right to alter the scope of work within the framework of this job description at any time without prior notice.

Please email resume to Kahula Kahikina at kkahikina@nlchurch.com