

## Now Hiring: Events Coordinator at The Downtown Presbyterian Church

Do you have a heart for hospitality and a knack for logistics? DPC is seeking a part-time **Events Coordinator** to manage weddings and facility rentals in our beautiful, historic downtown space.

In this role, you'll be the primary point of contact for external groups—guiding them from their first inquiry to the day-of execution. You'll ensure our building is cared for, our guests are welcomed, and every event aligns with DPC's mission of inclusion.

- **The Vibe:** Organized, professional, and a "non-anxious" presence.
- **The Work:** Managing calendars, coordinating contracts/staff, and providing on-site oversight.
- **The Perks:** Flexible, event-based schedule with a unique compensation structure (\$100 per contracted event + \$20/hr for on-site services).

**Ready to help us open our doors to the city?** For a full job description and to apply, email your cover letter and resume to: [info@dpchurch.com](mailto:info@dpchurch.com).