



THE FIRST ACADEMY

Student Life Events Coordinator

Reports to: Upper School Principal

Job Summary:

Due to anticipated enrollment growth, we are accepting applications for Student Life Events Coordinator. Our primary purpose at TFA is to connect students and their families to Jesus, to others, and to God's Truth - our mission is to make disciples who make disciples. We believe that TFA Employees all have influence and are called to be Living Curriculum Influencers (II Cor. 3:3). We encourage one another and spur one another on to good works (Heb. 10:24) because we share a passion to be 1) Christ Followers, 2) Prayer Warriors, 3) Servant Leaders, 4) Relationship Builders, 5) Faithful Encouragers, 6) Grateful Communicators, and 7) Engaging Instructors. We want our lives to be a living testimony to the grace of God (Eph. 2:8) and the joy that comes through walking with Jesus every day (Ps. 34:1).

The Upper School Events Coordinator will be a Christian who will assist in organization, preparation, and set-up for all Upper School Events at The First Academy and provides support for the Upper School Administration.

Essential Job Functions:

- Your service at The First Academy is a ministry. In your ministry role, it is imperative that you understand the importance of embracing a Christian Worldview and being an ambassador for the Gospel. The Baptist Faith and Message of 2000, The First Baptist Church of Orlando, and the School's Statement of Faith outlined in Article III of its By-laws are the guidelines of Biblical interpretation and application to social and lifestyle issues at The First Academy. As an employee of The First Academy, you agree to minister and to be a role model to students and others within these guidelines.
- Coordinate facilities and manage all event details of assigned school events including but not limited to Homecoming, Prom, Graduation, Sadie Hawkins, Senior Lunches, Student Retreats, Academic Awards, etc.
- Plan events with attention to financial and time constraints and ensure compliance with insurance, legal, health and safety obligations, and school policies and procedures

- Proactively handle any arising issues and troubleshoot emerging problems on the day of the events
- Ensure adequate staffing at events in accordance with school policies and coordinate with school volunteer organizations
- Manage supply purchases for Upper and Middle School with attention to negotiation for best pricing
- Oversee summer volunteers for tasks relating to school year closeout and preparations
- Plan and coordinate the Passion Conference
- Coordinate senior meetings with the senior pastor of the church as needed

Required Qualifications and Experience:

- Evidence a mature personal Christian faith consistent with the First Academy Statement of Faith including being a born again Christian, active Church member, exhibiting a close personal walk with Jesus Christ: modeling an exemplary Biblical lifestyle and evidencing maturity in the understanding and integration of sound Biblical principles in classroom instruction and personal counseling
- Present a positive image of the school to others and to the community.
- Ability to perform work accurately and thoroughly. Detail oriented.
- Demonstrate strong problem solving and conflict resolution skills, incorporating the appropriate level of diplomacy and tact
- Possess solid communication skills, both written and verbal, strong organizational skills, ability to finish tasks in a timely manner and effectively partner and collaborate with others
- Event planning experience preferred
- Working knowledge of technology including Apple and Microsoft products/programs

Consistent attendance is a job requirement.