



Special Events Assistant (Lytham Road Campus)

Who are we?

UALC is an evangelical, Spirit-led, Lutheran church in the northwest suburbs of Columbus, Ohio. We worship in two locations with a combined weekly attendance of 1200. We are part of Lutheran Congregations in Mission for Christ (LCMC) and the North American Lutheran Church (NALC).

We believe that we are called to be an Oasis of God’s Kingdom for a dry and thirsty world, and we know that living water is meant to be shared. We envision a future so well-watered by the love and truth and Spirit of Christ that our way of life together will be transformed and even people outside the church will say “See how they love one another,” just like Jesus said they would.

Life with Jesus brings hope and healing to broken people. Outside of Christ we are drawn to mirages that make empty promises of life but leave us stuffing our mouths with sand.

This vision leads us to four deeply held commitments about life together at God’s Oasis:

- Everything that we do starts with the action of God. We are a Gospel people, trusting in the work of Jesus. What we offer comes from what Jesus has done and is doing.
- There is a distinct community at the oasis, a family sharing life together in the way of Jesus by the power of the Spirit.
- An oasis is not a fortress. It doesn’t have walls. We invite people in and carry Living Water out.
- There is an enemy; there is a desert; there are “mirages.” We are in a battle, but we know God wins.

What are we looking for?

We are searching for a Special Events Assistant to help us realize this vision. The Special Events Assistant will work to plan and execute special events at the Lytham Road campus. These include congregational meetings, social gatherings, funerals, and other special ministry events. The Special Events Assistant will recruit and train volunteers to serve at these events and will manage the kitchen resources and related supplies.

We are looking for a passionate, self-starting and highly relational leader to join our team. We are also searching for someone whose relationship with Christ and Christian character are fit for Christian leadership. We are looking for someone with the relevant gifts and experiences to thrive in the role.

And we are looking for someone who is ready to be called by God to help lead UALC toward the vision we are pursuing.

How to respond

If you think this might be you, or if you know someone who fits this description, we’d love to talk with you and pray with you about it. Please contact Amy Lahmers (alahmers@ualc.org) with your resume and a brief explanation of your interest in the position, including a description of how you see your qualifications preparing you to succeed in this role.



Special Events Assistant (Lytham Road) Position Summary

Summary

The Special Events Assistant reports to the Facility Manager and assists the congregation and the program staff with the planning and execution of special events. The Special Events Assistant has leadership responsibility for volunteer teams as well as specific personal responsibility for managing the Lytham Road campus kitchen and supply inventory. The Special Events Assistant also works closely with the Special Events Coordinator to manage church-wide events. The position is part-time (estimated 10-15 hours weekly).

Essential Job Functions

1. Recruit and train volunteers. Manage scheduling of volunteers to cover events.
2. Manage inventory of kitchen supplies for special events and other hospitality needs.
3. Manage use, cleaning and maintenance of the Lytham Road campus kitchen and equipment to assure safety and readiness.
4. Manage specific events to assure successful execution.
5. Assist the Special Events Coordinator with church-wide events.

Education and Experience

The successful individual must have a proven track record of effective volunteer leadership, excellent communication skills, strong relational skills, and character above reproach.