

Wedding Coordinator

A Wedding coordinator assists a couple with the rehearsal, wedding day, and reception at Highland Park Community Church and ensures the event progresses according to plan. The Coordinator alleviates stress during the final planning days of the wedding and takes the pressure off on the actual wedding day by helping with needed tasks. They focus on the logistics and communication that happen with the Highland Park Staff and Teams to ensure that everything is planned and happening accordingly.

Accountability:

- Report directly to Aubrey Whipps, Lead Administrative assistant.

Ability/Skills needed:

- Great Communicator (Pastors, Building Coordinator, Tech Team, and Wedding Party)
- Very Detailed (and flexible with changing ideas/times requested by the Wedding Party)
- Assertive but Friendly and Easy to Work With

Hours:

- Available on Fridays and Saturdays as needed for rehearsals and weddings.

If interested, please submit your resume to Aubrey Whipps at awhipps@hpcc.cc