



CSIR and Event Coordinator

Job Title: CSIR and Event Coordinator
Ministerial Designation: Religiously Qualified – Exempt
Status: Regular, Full-time
Department: Hospitality
Reports To: Hospitality Manager
Active Date: 7/2/2024

Summary: As a religious organization whose mission is to heal through expressing God, Love, the Christian Scientist-in-Residence (CSIR) and Event Coordinator position helps to fulfill this mission by supporting the Christian Scientists-in-Residence members.

Events are also coordinated through this position that includes using Tenacre’s Community Center as an expression of God’s love not only for the Tenacre community but also for our grantees in Mercer County whose values and mission are in line with our ministry.

Competencies: A demonstrable understanding of Christian Science and its practical application in all aspects of the CSIR and Event Coordinator work is core to being a part of Tenacre’s healing mission. Additional Competencies include:

Religious Ministry: Progressively demonstrates his or her knowledge of the practice of Christian Science as outlined in the *Church Manual of The First Church of Christ, Scientist, in Boston Massachusetts* by Mary Baker Eddy. Expresses the qualities of a nurse, as stated in *Science and Health with Key to the Scriptures* by Mary Baker Eddy on page 395.

Communication Skills: Communicates and responds to others in a respectful manner with warmth, empathy, and patience; maintains confidentiality; acts and speaks in a manner consistent with the highest ethics and integrity; replies to inquiries and completes requests, both on a timely basis; follows up appropriately on requests made of others; properly represents Christian Science, Christian Science nursing, and Tenacre to the public.

Planning/Organizing: Establishes an orderly, systematic course of action to accomplish a multitude of tasks; prioritizes tasks appropriately; manages time effectively to accomplish what needs to get done; works effectively with time-sensitive tasks, and willingly modifies planned tasks when necessary; expresses flexibility.

Teamwork: Supports the camaraderie and unity among all staff and within the CSIR program; takes actions that demonstrate an unselfed approach.

Judgement: Willingness to make decisions; exhibits sound and accurate judgment; gets questions answered from appropriate sources; is flexible and adaptable to new priorities and ideas, uses initiative appropriately.

Essential Duties and Responsibilities: other duties may be assigned.

CSIR Responsibilities

- Maintains accurate record of prospects on waiting list
- Interviews prospective residents, processes CSIR applications; makes recommendations to the admissions committee
- Ensures that emergency contact information is up to date and is readily accessible
- Conduct periodic phone calls or home visits
- Ensures that timely rent payments are made
- Alert and informed regarding the wellbeing of the residents
- Updates CSIR policies and handbook
- Oversees one-week visits for prospective residents
- Helps oversee arrivals, departures, and transfer of residents

Event Management

Organize and coordinate events for the Tenacre Community, the Christian Science community, and Tenacre grantee organizations

- Creates and maintains a clear vision or purpose statement for events at Tenacre in conjunction with the Office of the President to share with managers
- Creates a clear process document for how to have events at Tenacre for managers and for external organizations
- Collaborates with Communications Manager to create and update the events portion of the Tenacre website
- Designs and organizes monthly events for Tenacre staff, CSIR and residential families to support fellowship and unity in the community
- Acts as the Tenacre representative and oversees the logistics and tasks for events sponsored by outside organizations in the Community Center
- Oversees the Tenacre events calendar and coordinates with other departments, including Technical Services, Housekeeping, and Food Services
- Ensures there is adequate staffing to support events
- Plans and coordinates events that educate and/or share Tenacre with others, including neighbors, local churches and other contacts
- Works with other departments and staff to execute events that support Tenacre's mission and purpose
- Helps oversee the logistics of Bible workshops and talks for the Christian Science community

- Supports Christian Science associations, and other organizations that may use Tenacre as a venue for their event

General

- Ability to work evenings and weekends, as required
- Demonstrates proficiency in using Microsoft Office suite, internet, phones, and other office systems
- Reports directly to the Hospitality Manager and follows through on all delegated tasks and projects
- Attends yearly Organization of Residential Homes (ORH) conference

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty as stated above satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- Member of The First Church of Christ, Scientist in Boston, Massachusetts
- High school diploma or GED required
- Demonstrated ability to read, write, and speak English fluently, which is understandable by staff, vendors, and public