

Part-Time Weekend Event Operations Assistant

Location: Christ Our Light Church, 402 Kings Hwy N. Cherry Hill, NJ 08034

Schedule: Two weekends per month — Saturdays and Sundays

Hours: Approximately 10 hours per scheduled weekend / 20 hours per month

Typical Schedule

Saturday: 12:00pm–5:00pm

Event: 2:30pm–3:45pm

Sunday: 8:00am–1:00pm

Event: 9:00am–10:15am

Position Summary

Christ Our Light Church is seeking a reliable, hardworking, and dependable **Part-Time Weekend Event Operations Assistant** to help prepare and maintain spaces for weekend events.

The position primarily involves setting up and breaking down tables and event spaces, along with light cleaning and general event support responsibilities. The Event Operations Assistant will work under the direction of the Maintenance Director and cooperate with other staff and associates as needed.

Responsibilities

- Set up tables and arrange event spaces according to event needs.
- Break down tables following events and return them to designated storage areas.
- Safely lift, carry, and move tables, event supplies, and other equipment.
- Keep event set up and storage areas clean, neat, safe, and organized.
- Remove trash and recycle it as necessary.
- Wipe down tables and commonly used surfaces as needed.
- Ensure restroom areas remain clean, sanitary, stocked, and well maintained.
- Assist with maintaining clean, safe, and organized event and storage areas.
- Assist with moving event supplies and equipment as directed.
- Report damage, maintenance concerns, or safety hazards promptly to the Maintenance Director.
- Work cooperatively with other staff and associates to complete assigned duties efficiently.
- Perform other related duties as assigned by the Maintenance Director.

Qualifications

- Reliable, punctual, and dependable.
- Able to safely lift, carry, and move tables and event equipment.
- Comfortable performing physical work throughout the scheduled shift.
- Able to follow instructions and complete assigned tasks efficiently.
- Able to work independently and as part of a team.
- Ability to communicate effectively and professionally with staff, parishioners, and guests.
- Positive, respectful, and cooperative attitude.
- Previous experience with event setup, catering, facilities, maintenance, or moving is helpful but **not required**.

Part-Time Weekend Event Operations Assistant

Schedule & Compensation

- Two weekends per month.
- Saturday: Approximately 5 hours.
- Sunday: Approximately 5 hours.
- Approximately 10 hours per scheduled weekend.
- Approximately 20 hours per month.
- **Pay: \$20 per hour.**

This is a great opportunity for someone seeking a steady, part-time weekend position in a welcoming environment.

To Apply

Please contact: **Tim Barnes, Maintenance Director** at tbarnes@christourlight.net