



## Events Coordinator JOB DESCRIPTION

**Department:** Administrative

**Reports to:** Executive Director

**Status:** Full-Time, Exempt

**Hours:** Monday – Friday 8:30 am – 4:30 pm, flexible hours during events times.

### Position Summary

The Events Coordinator is responsible for overseeing and implementing outreach efforts that promote and fundraise for the work of Hope Women's Centers pregnancy services and clinics. This includes the management and implementation of all events scheduled by the Executive Director and the board of directors.

### Supervision

The Events Coordinator will report to the Executive Director. There will be a yearly written and oral evaluation as well as regular one-on-one meetings with Executive Director.

### Supervises

The Events Coordinator supervises and coordinates all events and outreaches and some community relations for Hope Women's Centers. Events include annual fundraising gala, visions nights, patient photoshoot, baby bottle boomerang, monthly staff meetings, and any additional events or fundraising opportunities that may arise.

### Qualifications:

1. A committed Christ follower who strives to live a life guided by biblical principles.
2. Agreement with Hope Women's Centers' Statement of Principle, Statement of Faith, Mission Statement, and policies of the organization.
3. Be active affiliate of a local Bible-believing church, and able to provide a pastoral reference
4. Be dependable, punctual, and committed to the ministry of Hope Women's Centers.
5. Good management skills and ability to motivate others.
6. Strong organizational and administrative skills.
7. Problem solving skills.
8. Be able to provide support to the volunteers.
9. Be able to carry out responsibilities with little or no supervision and complete tasks as requested.
10. Excellent relational skills with all types of people.
11. Ability to communicate the vision and mission of Hope Women's Centers with clarity and represent Hope Women's Centers' values.

12. Ability to handle donor information with confidentiality.

### **Required Skills:**

1. Bachelor's degree in a related field or equivalent experience
2. Exhibit skills in interpersonal communications:
  - a. public speaking
  - b. written communication
  - c. problem solving
  - d. conflict resolution
3. Self-motivated and able to carry out tasks from start to finish with little to no supervision
4. Thorough knowledge of Microsoft Office
5. Able to multitask
6. Team mentality

### **Responsibilities:**

#### **Administration:**

1. Make monthly prayer list for staff and donors.
2. Handle arranging routine one-on-one meetings, community and church presentations.
3. Maintain community and church relations.
4. Develop presentations and carry out public speaking for churches and community outreach.
5. Become familiar with church database and stay updated on changes.
6. Work with Executive Director to develop effective fundraising events and strategies.
7. Work with Executive Director to determine budget needs for development.
8. Attendance and assistance with all staff meetings.

#### **Reporting:**

1. Be able to provide updates on events on a weekly basis to Executive Director.
2. Able to provide numbers and details to the Executive Director to give to the board of directors (i.e., Legacy Partner's Dinner speaker, budget, number of guests, etc.)
3. Mileage reports and petty cash to accountant.
4. Maintain notes on volunteers and donors in Ekyros.

#### **Public Relations:**

1. Provide information about our services and needs to churches, para-churches groups, homeschool co-ops, and other community organization in Broward County.
2. Be one of the public faces of the organization and represent Hope in the community through correspondence, meetings, and speaking engagements.
3. Promote all fundraising events.

**Fundraising and Events:**

1. Oversee and implementation for all fundraising events.
2. Recruit and train volunteers to assist with fundraising events and other needs in the administrative office.
3. Work with Executive Director regarding which donors to approach for funding for events and how to best craft communication.
4. Craft proposals for funding ask, with the Executive Director's approval.

**General Staff Duties:**

As requested by your supervisor or Executive Director,

1. Attend staff meetings
2. Attend on-going training and conferences (may require travel)
3. Attend Hope Women's Centers events and other events as needed
4. Participate in representation to churches and organizations

**Employee Acknowledgement:**

I have read and understand the Job Description for the Events Coordinator position I hold at Hope Women's Centers. A copy of the Job Description has been given to me for my records. I acknowledge and agree that:

1. It is to inform and assist me in the performance of my duties.
2. It does not constitute an employment contract or agreement.
3. It does not confer any rights for any employee.
4. It is subject to change at any time without prior notice.
5. It is the property of Hope Women's Center.

I understand and agree that my employment with Hope Women's Centers is "at will" and may be terminated at any time, with or without cause, for any reason, and with or without prior notice.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_