

# Redwood Gospel Mission

## Job Description

The Redwood Gospel Mission, in the grace and power of Jesus Christ, mobilizes our community to minister to the needy so that lives are transformed

<b>Job Title:</b>	<i>Event Coordinator</i>
<b>Location:</b>	1821 Piner Road
<b>Ministry:</b>	Partner and Community Ministries - Outreach
<b>Time Commitment:</b>	40 hours; some overtime during event seasons
<b>Supervisor:</b>	Director of Partner & Community Ministries
<b>Supervises:</b>	Events Assistant
<b>Qualifications:</b>	Events Coordinator must have 1-3 years' experience in outreach coordination, event planning, volunteer coordination, customer service or similar experience. This position requires a highly detail oriented person possessing excellent communication skills both written and verbal. Good organizational skills, proficiency in Microsoft Office Suite; knowledge and experience with Adobe Illustrator, InDesign or other publishing software is desired.

### **Position Summary:**

Coordinate and plan outreach and fundraiser events. Provide administrative support and assistance for all other Redwood Gospel Mission events; including ministry specific events. Mobilize volunteers within the community to minister and assist at events.

### **Duties and Responsibilities:**

Oversee and plan outreach and fundraiser events for the poor and needy in Sonoma County. Ensure outreach events are consistent with our Mission Statement: "The Redwood Gospel Mission in the Grace and power of Jesus Christ, mobilizes our community to minister to the needy, so that lives are transformed!"

- \* Ensure contracts are accurate, permits and insurance are filed in a timely manner. Secure event dates and make sure all requirements are met.
- \* Oversee and lead event planning meetings with staff and key volunteers.
- \* Maintain and develop meaningful relationships with key event volunteers, community partners and churches.
- \* Coordinate drives (coat, supplies, etc.) with churches, individuals and businesses.
- \* Prepare event communications and documents, including flyers. Provide documents and accurate information on our website.
- \* Redwood Gospel Mission hosts ministry- specific events annually. Provide assistance with permits, facility arrangements, communications and execution at events.
- \* Inventory and maintain event supplies. Make arrangements for supplies and equipment for events.
- \* Coordinate with volunteers for event opportunities.
- \* Maintain and develop meaningful relationships with volunteers according to Mission Increase Foundation principles.
- \* Other duties assigned by supervisor.