

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

Job Title:	<i>Event Coordinator</i>
Location:	1821 Piner Road
Ministry:	Partner and Community Ministries - Outreach
Time Commitment:	40 hours; some overtime during event seasons
Supervisor:	Director of Partner & Community Ministries
Supervises:	Events Assistant
Qualifications:	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.