



MINISTRY DESCRIPTION

Title: Events Project Coordinator
Department: Development
Reports to: VP Development Resources

Schedule: Regular, full-time
FLSA: Exempt

Ministry Function:

The Events Project Coordinator will support the ministry of Convoy of Hope (COH) by assisting, strategizing, managing, and executing projects related to Development Events and other projects as assigned by the VP of Development Resources.

Essential Duties & Responsibilities:

1. Provides support on Development Events, as assigned, and assures all milestones are met.
2. Assists in resourcing Development Team with invitation assets (both online and print).
3. Responsible for all aspects of event talent engagement, including contract deliverables, payments, registrations, and event resumes.
4. Tracks faith promise commitments, prepares acknowledgement letters, and interacts with Development Reps for approval on communications.
5. Distributes weekly event grid and registration lists to Development team.
6. Keeps track of event expenses, prepares post-event reports to determine any budget variances, and calculates actual ROI.
7. Cultivates strong relationships across all departments, and works collaboratively with them to assure cohesive campaigns and events.
8. Serves as a project leader and ambassador on events and a variety of projects, as assigned.
9. Serves as a liaison between Communications and/or Development teams and other departmental teams, vendors, and freelancers to assure timely completion of projects.
10. Communicates regularly with all stakeholders.
11. All other duties as assigned.

Required Knowledge, Skills & Abilities:

1. Bachelor's degree preferred; high school diploma or equivalent required.
2. Ability to travel as necessary; 25% or less anticipated.
3. Ability to use Mac programs, including but not limited to Gmail, Microsoft Word, PowerPoint, and Excel proficiently.
4. Excellent verbal and written communication skills for conveying the communications work of COH within the organization, with partners and with our target audience.
5. Experience with Basecamp or similar is project-management system preferred.
6. 2+ years relevant career experience.
7. A professional, resourceful and determined style with the ability to work independently and is comfortable in a close-knit team-oriented setting.
8. Strong organizational skills and ability to handle concurrent, multiple job tasks.
9. Excellent interpersonal communication and relational skills.
10. Serve as an advocate for the ministry, striving to nurture, broaden, and develop financial and other resource opportunities to support and expand organizational and program ministry.

11. Ability to positively represent the Communications & Innovation team and the ministry of Convoy of Hope, including its mission statement and core values, to all outside constituencies.
12. As a Christian organization, Convoy of Hope believes it is critical that each staff member embraces the organization's religious purposes for which it exists and not only agrees with its Statement of Faith but demonstrates it in their lives on an ongoing basis.

Supervisory Responsibilities: None at this time

Created: 08/31/18