

JOB TITLE: EVENT COORDINATOR

Matthew 25: Ministries is seeking a full time Event Coordinator to help plan and manage all aspects of ministry events including budget management, coordinating staff, maintaining vendor and sponsor relationships, upholding marketing schedule, and facilitating day-of logistics. This position is involved in a very wide variety of events, which help contribute to the overall goals of the Ministry.

SCHEDULE

Full Time, Monday – Friday with some non-traditional hours, especially around events

PAY

\$34,000 - \$36,000 / year salary + benefits

THE SUCCESSFUL CANDIDATE WILL WORK WELL BOTH INDEPENDENTLY AND AS PART OF A TEAM WITH THESE PRIMARY RESPONSIBILITIES:

- Oversee and coordinate Matthew 25: Ministries' events, such as fundraisers, friend-raisers, community outreaches, staff- and volunteer-appreciation, holiday celebrations, and more.
- Coordinate event logistics and carry out and/or delegate tasks that support the success of the event, including marketing, messaging, participant engagement, registration, agenda development, data management, volunteers, and more.
- Oversee event preparations, day-of logistics, and tear-down/wrap-up.
- Maintain a detailed planning schedule and meet deadlines.
- Engage sponsors and build positive sponsor relationships. Communicate with sponsors before, during, and after the event, and coordinate the processing and fulfillment of contracts.
- Research and compare external vendors. Negotiate with vendors when applicable, and coordinate the processing of invoices and contracts.
- Uphold a big picture perspective while also paying close attention to details.
- Create one-of-a-kind experiences for event participants.
- Collaborate with a variety of departments within the ministry to achieve event goals.
- Ensure required fees, permits, and other event paperwork is received and approved in a timely manner.
- Maintain detailed budget and track overall event expenses.
- Communicate in a clear, accurate, and positive way.
- Offer solutions to resolve problems in a timely manner.
- Represent Matthew 25: Ministries in a professional and positive manner at all times.

REQUIREMENTS AND QUALIFICATIONS:

- Bachelors degree preferred but not required.
- 3-5 years of experience as event coordinator or similar role.
- Exceptional organizational and planning skills.
- Advanced critical thinking and problem-solving skills.
- Ability to function as part of a team, work independently, collaborate with colleagues and change priorities as dictated by workflow.
- Excellent time-management skills with the ability to manage multiple, simultaneous projects and prioritize tasks.
- Strong written and oral communication skills.

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REQUIREMENTS AND QUALIFICATIONS CONTINUED:

- Positive attitude and willingness to learn.
- Energetic, self-motivated, and adaptable in a fast-paced environment.
- Ability to remain calm under pressure without losing a customer-service oriented attitude.
- Proficient knowledge of Word, PowerPoint, Adobe Acrobat, and Excel.
- Willingness to be involved in miscellaneous tasks as the needs arise.
- Willingness to work non-business hours, especially around events, including some evenings and weekends.
- An enjoyment of trying new things, thinking outside of the box, and having fun, while maintaining high levels of excellence and hard work.