

Redwood Gospel Mission Job Description

Job Title: *Event and Outreach Coordinator*

Time Commitment: *40 hours weekly. Additional hours may be discussed for events and special projects.*

Qualifications:

The Event and Outreach Coordinator must have 1-3 years' experience in outreach coordination, event planning, volunteer coordination, customer service or similar experience. This position requires a highly detailed orientated person who possesses excellent communication skills both verbal and written. Proficiency in Microsoft Office Suite, knowledge and experience with Adobe Illustrator, InDesign or other publishing software is desired.

Supervisor: *Director of Partner and Community Ministries*

Position Summary: Coordinates and plans outreach events and activities. Provide administrative support and assistance for all other Redwood Gospel Mission events; including fundraisers and ministry specific events.

Duties and Responsibilities:

1. *Oversee and plan outreach events for the poor and needy in Sonoma County. Ensures 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!"*
2. Work closely with Volunteer Manager to coordinate volunteers for events.
3. Ensure contracts are accurate, permits and insurance are filed in a timely manner. Secure event dates and make sure all requirements are met.
4. Oversee and lead event planning meetings with staff and key volunteers.
5. Maintain and develop meaningful relationships with key event volunteers, community partners and churches.
6. Coordinate drives (coat, supplies, etc.) with churches, individuals and businesses.
7. Prepare event communications and documents, including flyers. Provide documents and accurate information on our website.
8. Redwood Gospel Mission annually puts on several fundraising and ministry-specific events. Provide assistance with permits, facility arrangements, communications and execution at events.
9. Inventory and maintain event supplies. Make arrangements for supplies and equipment for events.