

Redwood Gospel Mission

Job Description

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.

Job Title: *Outreach Events and Volunteer Coordinator Assistant*

Ministry: Partner and Community Ministries- Outreach

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

Qualifications: *Outreach Events and Volunteer Coordinator assistant 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. Good organizational skills. Proficiency in Microsoft Office Suite, knowledge and experience with Adobe Illustrator, InDesign or other publishing software is desired. Experience with online volunteer management software is a plus.*

Supervisor: *Outreach Events and Volunteer Coordinator*

Position Summary: Assist with Outreach Events and Volunteer Coordinator in coordinating and planning outreach events and activities. Provide administrative support and assistance for all other Redwood Gospel Mission events; including fundraisers and ministry specific events. Mobilize and equip volunteers throughout the ministry.

Duties and Responsibilities:

- A.** *Assists with 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!"*
- B.** *Work with volunteers and help to initiate their placement within the various ministries and events.*
- C.** *Ensure volunteers are properly placed, trained and equipped. Maintain and update volunteer applications, policy and procedures, as well as providing and coordinating training as needed.*
- D.** *Communicate volunteer opportunities both ongoing and for special events.*

- E.** Along with the Outreach Events and Volunteer Coordinator help manage the online volunteer database system. Provide assistance to volunteers to navigate and update their profiles. Ensure information is accurate and up to date.
- F.** Ensure contracts are accurate, permits and insurance are filed in a timely manner. Secure event dates and make sure all requirements are met.
- G.** Attend and provide assistance in event planning meetings with staff and key volunteers.
- H.** Maintain and develop meaningful relationships with key event volunteers, community partners and churches.
- I.** Provide support in drives (coat, supplies, etc.) with churches, individuals and businesses.
- J.** Help prepare and review communications and documents for related events and volunteers, including flyers. Provide documents and accurate information for our website.
- K.** Redwood Gospel Mission annually puts on several fundraising and ministry-specific events. Provide assistance with permits, facility arrangements, communications and execution at events.
- L.** Help with ongoing Inventory and maintain event supplies. Make arrangements for supplies and equipment for events.
- M.** Maintain and develop meaningful relationships with volunteers according to Mission Increase Foundation principles.