



# CHOICES

WOMEN'S CENTER

## Event Coordinator Fredericksburg Pregnancy Center

**Objectives of the Position:** The Event Coordinator is responsible for the overall planning, coordination, and execution of ministry outreach and fundraising along with other development related activities.

**Reports to:** Administrative Director

**Hours/Wages:** 10-15 hours per week @ \$15/hour (may vary based on education and experience)

### Qualifications, Knowledge, Skills, and Abilities:

- Be a mature Christian who demonstrates an active personal relationship with Jesus Christ
- Have a strong commitment to the pro-life cause and CWC's mission, Statements Faith, and Principles
- Attentive to detail with strong organizational skills. Self-motivated, dependable, responsible, and takes initiative. Performs well with little to no guidance or supervision
- Demonstrates good oral/written communication skills; maintains confidentiality of sensitive information
- Experience as staff or volunteer with a pregnancy-help ministry desired
- Proficient in event management functions, information systems, and related software applications
- Demonstrates ability to work well with others and maintains respectful relationship with the Executive Director, Board of Directors, and other staff and volunteers
- Have a high level of MS Windows operating system, MS Office applications, and the ability to learn other applications affiliated with event planning
- Have a Bachelor's degree, or two years' relevant experience

### Major Responsibilities

#### Event Coordination:

- Plan, coordinate, and execute all events from conception to post-event follow up activities
- Manage student/campus outreach events, to include developing relationships with key centers of influence (i.e. administrators, faculty) at area scholastic institutions
- Coordinate development/implementation of event advertising (i.e. themes, messaging, and promotion)
- Coordinate necessary committee meetings, membership, and taskings
- Coordinate major event elements (venues, guest speakers, emcees, and programs)
- Track costs and ensure events remain within budget
- Ensure event contracts and related financial transactions are accurate and completed
- Coordinate and monitor milestones/timelines and ensure deadlines are met
- Manage all invitations & RSVP activities with applicable software
- Coordinate event day logistics (timeline, registration, participants, presentations, etc)
- Archive post-event documentation (vendor information, materials, communications, and evaluations)
- Manage correspondence with event venue, invited participants, and ministry partners (i.e. mailings)
- Assist in securing underwriting/sponsorships from businesses, individuals, and/or churches
- Recruit and oversee volunteer assistance with event activities

#### Administrative & Other Responsibilities:

- Ensure campus outreach events are fully resourced (e.g. tabling, advertising, volunteer staffing, etc)
- Assist with event data entry into applicable software applications
- Coordinate the functions of creative development (e.g. photography, videography, graphic imaging)
- Report regularly to the Executive Director and submit recurring reports as needed
- Fulfill other duties as may be reasonably assigned

The Events Coordinator will receive a performance evaluation from the Director of Operations at the beginning each new calendar year, regardless of when the staff member started working at the Center.

Staff Member: \_\_\_\_\_ Supervisor: \_\_\_\_\_