

Good News Rescue Mission
Job Description

Position Title:	Event Coordinator	
Ministry Department:	Development and Community Relations	
Reports To:	Director of Development	
FSLA Status:	Non-Exempt	Hourly Pay Range:
Status:	Part-Time (24 hours weekly), hourly,	\$19.00 - \$21.00

Description:

The Event Coordinator plays a vital role in planning and executing fundraising and community events that engage donors, volunteers, and the broader community in support of the Good News Rescue Mission. Under the direction of the Director of Development, this position will take full responsibility for major annual events, fundraising events, and community drives. The ideal candidate is highly organized, detail-oriented, and passionate about creating meaningful experiences that further the Mission's impact. This role requires the ability to manage logistics, coordinate volunteers, build partnerships, and oversee event execution from start to finish.

Responsibilities:

- Lead the planning and execution of key fundraising and community events.
- Manage event logistics, venue contracts, vendor coordination, catering, and entertainment.
- Assist in securing sponsorships and partnerships to enhance event success.
- Develop and maintain event budgets, ensuring cost-effective planning.
- Ensure all event communications align with the Mission's branding and messaging.
- Oversee day-of-event operations, ensuring seamless execution and troubleshooting issues as they arise.
- Collect and analyze event data, providing post-event reports to leadership.
- Work closely with the Volunteer Coordinator to ensure proper recruitment, training, and coordination of event volunteers.
- Collaborate with the Marketing Coordinator to develop promotional materials, social media campaigns, and public outreach for events.

Minimum Job Requirements:

- Minimum of two years of experience in event planning, fundraising, or nonprofit event coordination.
- Must have a committed personal relationship with Jesus Christ and belong to a Christian body of believers.
- Demonstrates appropriate behaviors and character traits of a Christian.
- A demonstrated passion for ministry, advocacy and issues surrounding homelessness and poverty.
- Agrees with and can sign the Good News Rescue Missions statement of Christian faith and be able to share that faith and knowledge with staff and clients.
- High School Diploma

Knowledge, Skills and Abilities:

- Excellent written and verbal communication including excellent grammar and handwriting.
- High attention to detail and commitment to accuracy.
- Organized and familiar with scheduling, taking meeting notes and project management.
- Demonstrate computer aptitude and proficiency, particularly, Microsoft 365 (Excel, Word, and Outlook)
- Professional and pleasant telephone experience.
- Self-starter, highly motivated, good communication/interpersonal skills, and excellent organizational and administrative abilities, including demonstrated ability to manage multiple tasks effectively.
- Ability to build and maintain relationships with donors, volunteers and outside organizations.
- Ability to foster a positive cooperative work environment.
- Eager to grow, learn and adapt within an evolving organization.
- A consistently positive and professional attitude.
- **Flexibility** to work evenings, weekends, and additional hours for event execution.

WORKING CONDITIONS AND PHYSICAL EFFORT:**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Pleasant working environment; may be exposed to cold occasionally. The noise level in the work environment is usually moderate. Employee may come into contact with irate and irrational clients who may or may not be under the influence of mind-altering substances such as cocaine, marijuana, alcohol, etc., or be mentally or physically disabled. Employee may be regularly exposed to some risk of communicable disease from guests of facility, exposure to TB and other respiratory diseases. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to walk, talk and hear. The employee is occasionally required to stand and regularly required to sit, manual dexterity necessary in using hands to finger, handle, feel, type on computer keyboard. The employee required to reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds up stairs. Specific vision abilities required by this job include distance vision, color vision, depth perception and peripheral vision. The employee is required to have close visual acuity to perform an activity such as viewing a computer terminal. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PRE-EMPLOYMENT SCREENING

- Drug test
- Clean DMV
- Must be insurable through GNRM's auto insurance provider