



Open Door Mission Event Coordinator

JOB TITLE: Event Coordinator

DEPARTMENT: Philanthropy

REPORTS TO: Philanthropy Director

STATUS: FT / Non-Exempt

SUMMARY OF POSITION: The Events Coordinator supports the Open Door Mission team by coordinating internal events, external fundraising events, and assisting with community events to benefit the mission.

DUTIES AND RESPONSIBILITIES:

- Plan, coordinate and execute Open Door events in partnership with Development and ODM team.
- Work with Marketing Associate to promote events.
- Work with Volunteer Coordinator to effectively staff events.
- Maintain detailed documentation and budgeting regarding each event.
- Ability to work flexible hours, including weekends as needed.
- Assist in Open Door Mission operations and programs as assigned.
- Assumes other duties as assigned.

ESSENTIAL SKILLS:

- Have a personal relationship with the Lord Jesus Christ and a deep desire to serve Him. Be a consistent witness for Jesus Christ; Possess and demonstrates excellent integrity.
- Has a heart of compassion and caring toward the homeless and hurting, and is passionate about extending grace and ministering life transformation.
- Demonstrates a courteous and Christ-like manner with internal and external partners.
- Agrees with and carries out responsibilities in accordance with the Mission's policies that are included in the Open Door Mission Employee Handbook, Code of Conduct, Statement of Faith, and Mission Statement.
- Committed to serving the poor and homeless.
- Presents a history of stable and responsible employment.
- Ability to network genuinely with people from all walks of life.
- Possesses excellent skills in oral and written English communications.
- Must be detailed, and task oriented. Must be deadline driven, and comfortable managing multiple projects.
- Capably uses a personal computer.
- Possesses the ability to work effectively with others in a positive, cooperative manner.
- Willingly signs a confidentiality agreement.
- Must be in agreement with the goals and objectives of Open Door Mission.
- Willingness to work evenings and weekends as necessary for special events.
- Proficient with MS Office including Excel.

WORKING CONDITIONS/PHYSICAL FACTORS: (INCLUDE PHYSICAL REQUIREMENTS SUCH AS BENDING, LIFTING, CLIMBING STAIRS, MANUAL DEXTERITY/COORDINATION, FINGERING, STANDING FOR EXTENDED PERIODS OF TIME, ETC. NOTE IF WORK IS OUTDOORS)

Works in office areas as well as throughout the facility and travels to other Mission facilities as required. Sits, stands, bends, lifts, and moves intermittently during working hours. Interacts with staff, visitors, etc., under all conditions/circumstances. May be required to work extended periods of time at a computer requiring repetitive motion. Infrequent light physical effort required.

QUALIFICATIONS:

- Innovative strategies for networking, team building and event planning.

