

Children, Youth and Family Events and Communications Coordinator

<p>Department: Children, Youth and Family</p>	<p>Pay Classification: Hourly</p>
<p>Reports To: Director of Children, Youth and Family Ministries</p>	<p>FLSA Status: Non-Exempt (Part Time)</p>
<p>Job Summary: The Children, Youth, and Family Events Coordinator is responsible for coordinating children, youth, and family ministry events; including communications, publications, marketing, calendaring, registrations, bookings/reservations, coordination with support team members and other ministries, and participant data base management.</p>	
<p>Minimum Required Education: Associate or Bachelor's degree (or equivalent experience)</p>	<p>Minimum Required Experience:</p> <ul style="list-style-type: none"> • 2 years of experience in office administration • 1-2 years of event planning or project planning
<p>Required Knowledge, Skills, and Abilities:</p> <p>Effective communicator</p> <ul style="list-style-type: none"> ○ Excellent command of English language ○ Excellent writing and oral communications skills ○ Individual and group situations <p>Excellent organization, coordination & leadership skills</p> <p>Project planning and task management skills</p> <p>Critical thinking and problem solving skills</p> <p>Action oriented</p> <p>Self-sufficient, manages complexity and meets commitments</p> <p>Basic knowledge of communications and marketing principles</p> <p>Interpersonal skills:</p> <ul style="list-style-type: none"> ○ Warm and welcoming ○ Ability to work with others ○ Adaptable to diverse situations ○ Empathetic and inclusive ○ Relates well to others in building effective relationships with a wide range of individuals <p>Computer skills associated with communications</p> <ul style="list-style-type: none"> ○ Google Tools (mail, calendar, drives, etc.) ○ Social media ○ Event Brite ○ Data base management ○ Wordpress (web page management) 	<p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Events Coordination and Leadership <ul style="list-style-type: none"> ○ Event logistics planning and execution ○ CY&F Event Calendar ○ Support reservations (facilities and transportation) ○ Registrations and payments ○ Event financial plan and expense voucher submissions ○ Event logistics (support resources) ○ Develop volunteer teams to support events ○ Develop systems for planning and executing events effectively and efficiently ○ Assist in annual project planning and budgeting • Communications <ul style="list-style-type: none"> ○ Maintain and enhance the CY&F web page ○ Develop event promotion materials ○ Social media communications in coordination with TLLC Communications and Events Coordinator ○ Update CY&F data base records (contact information) as needed to ensure accuracy and enable direct and timely communications with CY&F program participants ○ Manage promotions for CY&F events and coordinate with TLLC Communications and Events Coordinator • Support <ul style="list-style-type: none"> ○ Attend planning meetings with volunteer ministry leaders ○ Work closely with TLLC Communications and Events Coordinator (communications themes and methods) ○
<p>Other Information: Hours per week: 25 hrs. (avg.) Days per week: Monday through Thursday</p>	<p>Physical Requirements:</p> <ul style="list-style-type: none"> • In office: 75% of time (vs. remote)