

- Position/Title:** Events Coordinator/Development Assistant (ECDA)
- Classification:** Part-time (with possibility of full-time), Non-exempt
- Compensation:** As approved by the Executive Director and Board of Directors. For benefits information, please refer to the Springfield Rescue Mission (SRM) Employee Manual.
- Accountability:** Reports to the Development Manager and the Executive Director. A periodic performance evaluation will be conducted by the Executive Director with input from the Development Manager and peers.
- Ministry Purpose:** Consistent with Romans 12:9-15 and Ephesians 4:11-12, the Events Coordinator/Development Assistant is responsible for creating, scheduling and coordinating all events associated with SRM's current Marketing Plan as well as assisting the Development Manager. The ECDA will work closely with the Development Manager, Executive Director, Volunteer Program Coordinator and volunteers to accomplish tasks and goals which carry out SRM's mission.
- Responsibilities:** The following constitute the major responsibilities of the ECDA:

**I. Spiritual**

1. Seek to be a role model in attitude, speech, and actions in a consistent daily walk with Jesus Christ
2. Be prepared to communicate SRM's religious beliefs to volunteers and guests

**II. Administrative**

1. Interface with Mission staff to develop, schedule and promote opportunities for community members to assist in Mission ministry projects and events.
2. Correspond with community members by phone, email and letters on behalf of SRM.
3. Communicate, plan and implement SRM projects and events with the Executive Director and Development Manager.
4. Work closely with the Development Manager, Executive Director, Volunteer Program Coordinator and Staff on special events and projects.
5. Initiate new events as appropriate.
6. Liaison and primary contact for local churches, businesses, organizations, individuals and other groups to benefit the Mission's events.
7. Assist in supporting accurate recording of all "Gifts in Kind" event participation values.
8. Represent the Mission in community, in-house and church service-focused events and groups, to include public speaking engagements, volunteer fairs and human service events.
9. Prepare, plan and implement events currently listed in SRM marketing Plan
10. Develop media releases, flyers, brochures, mailings, social media posts, website articles and after-action reports and any other pertinent Public Relation materials using, but not limited to, Publisher, Word, Excel and PowerPoint, MailChimp and Hootsuite.
11. Maintain documentation and records for all SRM Events.
12. Participate in seminars, workshops, conferences and conventions as assigned.

13. Attend staff meetings and be prepared to share information as needed. Part-time staff will attend staff meetings per the invitation of the Executive Director.
14. Adhere to the Springfield Rescue Mission's policies, procedures and "Statement of Faith."
15. Report all accidents/incidents to the Executive Director within 24 hours.

**Qualifications:**

- College degree or related work experience
- Exhibits professional leadership qualities/skills of communication; handling of details and meeting deadlines, keeping schedules and multitasking capabilities
- Must know and have experience in using Word, PowerPoint, Excel, Publisher; MailChimp and Hootsuite; be proficient with social media technology
- Be proactive and self-motivated; able to work independently and with a team.
- Must be willing to work events around major holidays, evenings and weekends as needed.
- Be a born-again believer in the Lord Jesus Christ as expressed by a personal testimony and Christian conduct. (Rom. 10:9; Gal. 2:20; Titus 3:3-7)
- Regularly attend and be a member in good standing of a recognized Protestant Evangelical Church. (Heb. 10:24-25)
- Have a genuine concern for the salvation of souls and the spiritual welfare of guests and clients. (Matt. 29:18-20; 2 Tim. 2:24-26)
- Agree with the "Statement of Faith" and policies of the Rescue Mission
- Abstain from the use of alcoholic beverages, tobacco products, illegal use of drugs, and gambling. (Eph. 5:18; Matt. 6:24; Heb. 13:5)
- Have a lifestyle that is free of sexual sin, including homosexuality, pornography, and sexual harassment. (1 John 2:15-16; 1 Cor. 6:9-10; 1 Thess. 4:3-6)
- Have high standards of personal hygiene and housekeeping relative to appearance, clothing and office area. (1 Cor. 6:19-20; Luke 16:10)
- Have the ability to work in harmony with other staff members as a team player. (Phil. 2:1-4)

This job description covers the most significant duties but does not exclude other assignments not mentioned such as training assignments, related duties or temporary assignments.

Reasonable accommodations provided for an employee with disabilities will be determined on an individual basis, influenced by the specific needs of the individual employee and the resources of the Springfield Rescue Mission.

It is our sincere hope that your association with the Springfield Rescue Mission will be of long duration and that it will be rewarding and beneficial to you, the Springfield Rescue Mission and those we serve. The Springfield Rescue Mission may terminate an employee at any time without cause and the employee has the right to leave at any time as per our "At Will Employment Policy."

**I hereby agree that this is a Christian ministry. In accepting this position I agree to adhere to the SRM "Statement of Faith", as found in the Employee Manual.**

---

Signature

---

Date