

	<b>POWERFUL WOMEN OF PRAISE POLICY &amp; PROCEDURES MANUAL</b>	EFFECTIVE	REVISED	POLICY NO.
		11/06/09		3.6
Chapter		Subject		
Human Resources		Job Classification: Events & Activities Coordinator (Leadership Team)		

Job Description

Plans, organizes, coordinates, promotes, and facilitates special events including awards program, and other social events; schedules and maintains communication with speakers, vendors, and participants; coordinates and monitors event timelines.

Compensation

This is currently a volunteer position, no compensation will be provided.

Reports to

Executive Director

Qualifications:

*Character:*

- Passionate about the accomplishment of the organization's goals as demonstrated by regular involvement in meetings, events, and activities.
- Maintains a reputation for integrity in professional and personal dealings.
- Willing to dedicate the time required to ensure that the organization meets its goals.

*Experience:*

- Previous experience in and/or knowledge of event planning.
- Leadership role in a non-profit organization, ministry, or women's group.
- High degree of creativity, initiative, resourcefulness and follow through.

*Spiritual*

- A personal testimony of a growing and vital relationship to Jesus Christ.
- A love for service and a desire to provide opportunities for women to grow toward maturity in Christ within our membership and out in the community.

Beneficial Spiritual Gifts

Leadership, Writing, Hospitality, Healing, Administration

## Responsibilities

1. Serve as lead coordinator on events as assigned by Executive Director, which involves meeting, coordinating, and guiding the event with a team when applicable.
2. Solicitation of sponsors, both cash and in-kind, for assigned events.
3. Accurate and timely reporting of activities to Executive Director and Board of Directors.
4. Conduct post-event evaluations for assigned events.
5. Serve as Lead Coordinator on events as assigned by Executive Director, which involves meeting, coordinating and guiding the event with a committee where applicable.
6. Solicitation of sponsors, both cash and in-kind, for assigned events.
7. Work with creative and concept team of collateral pieces for assigned events and assistance with creation and design of collateral for events coordinated by the Events Team as a whole.
8. Assist in development of ideas and strategies to promote growth of events and identify new event opportunities while maintaining the PWOP's fundraising goals and mission.
9. Use effective time management and mandated event reporting in an accurate and timely manner.
10. Work with volunteers and committee in planning and execution of events.
11. Conduct post-event evaluations for assigned events.
12. To participate on key board committees as appropriate.
13. To participate actively as an organization representative in collaborative partner networks and in related community activities.
14. Performs other related duties as assigned.

Additional requirements: Possession of a valid California driver's license; willingness to travel throughout the state and nation for trainings, meetings, and conferences; willingness to work extra hours as required. This is a telecommuting position and the individual must have access to a computer with internet access and a phone for teleconferencing.