Mustard Seed Street Church
Events Coordinator

Position Description

Working in collaboration with the Mustard Seed staff, this exceptional individual will provide leadership in the coordination, implementation and evaluation of fund-raising events. Working with staff and community members, the Coordinator is the principal conduit by which all event planning and related communications are handled. The Coordinator should have a love for event management, provide outstanding customer service, be an enthusiastic professional and be able to build relationships.

The Events Coordinator is one of a team of staff within the Mustard Seed who together provide for the needs of the underprivileged community. This position reports directly to the Food Bank Director.

Major Responsibilities / Duties

- Coordinates internal as well as third party fundraising events involving organizing resources, coordinating event processes and arranging meetings.
- Collaborates with Mustard Seed leadership to create and implement event specific communication strategies, plans and programs including goals and objectives and the means to achieve them.
- Assists in developing new events, and maintains, organizes and coordinates existing fundraisers and events from concept to completion, ensuring they operate smoothly, efficiently, and generate maximum revenue and exposure.
- Responsible for all communications and networking in support of events and assists with development of new opportunities to build community awareness.
- Responsible to communicate events using electronic and print media including website, Facebook, Twitter, blogging and other means of electronic and print communications.
- Responds to enquiries from the public about events, including assisting with media requests.
- Provides volunteer coordination and direction of volunteers for events.
- Maintain a calendar of internal as well as third party events.

Requirements / Qualifications

- Preference of post-secondary degree in a related field and two years of experience in events planning, preferably in the not-for-profit sector. Significant work experience considered in lieu of the degree.
- Comprehensive grasp of oral and written communications of all kinds; media relations skills an asset.
- The ability to work well independently on several projects concurrently.

- Experience in planning and implementing events including expertise in attracting sponsorships; print production expertise associated with fund-raising events.
- Software proficiency in Microsoft Office, WordPress, Instagram, Tumblr, Google+, mail merges, web searches and also other new and proven avenues of social media.
- Experience in working with senior managers, donors, volunteers, and coordinating, supervising and orienting people for events, in a team environment.
- Strong initiative and customer service orientation; volunteer management skills an asset.
- Project Coordination, organizational and prioritizing skills; problem solving and attention to detail are imperative.
- Demonstrated high energy level and flexibility, pleasant persona coupled with sound judgment; flexible, discreet and able to maintain confidential information, knowledge of correct protocol for specific situations.
- Exceptional and demonstrable interpersonal skills
- Flexibility in work hours with some weekend and evening work.

Special Job Requirements

- As an employee of the *Mustard Seed Street Church*, this position requires a person who has made a Christian commitment and is a disciple of Christ.
- A genuine interest in the welfare of the Mustard Seed community congruent with the Mustard Seed vision and a strong commitment to its fundraising goals.
- The ability to multi-task and a proven ability to meet goals are core requirements to ensure a professional execution of all events.
- A team player with the ability to work with a diverse group of individuals including, executives, corporate leaders, staff, Mustard Seed clientele and volunteers; work in a team environment and be self-motivated.
- Must supply an acceptable police record check.