



Position Details

Job Title: Events Coordinator

Reports to: Chief Strategy Officer

Status: Part time, 20-30 hours weekly, Non-exempt

Pay Rate: \$18.00

Job Description:

The Events Coordinator works closely with the Director of Events and Chief Strategy Officer to help coordinate internal events at the City Center campus and fundraising events for the Development Team at various locations. This position's main focus is the administrative efforts in assisting with both small and large events for the Fresno Mission. As a member of the Development Team, this position may also work with the development staff on a number of fundraising efforts and special projects.

Who you are:

- Organized, attentive, and on time.
- Someone who brings excellence in everything you do.
- Detail-oriented with a knack for seeing the big picture.
- Confident with email, Microsoft 365, and using a database.
- Dependable and trustworthy with confidential and personal information.
- Able to work in a fast-paced and constantly changing environment.

What you'll do (just the basics):

- Schedule, organize, and communicate with staff and renters on potential events, timelines, details, and payments.
- Work with Events Department to plan and execute large scale events that range from a dozen to thousands of people.
- Work with external vendors to coordinate various aspects of events.
- Coordinate meetings, special dinners, events, and tours of the City Center campus.
- Work with Development Team on communicating with donor's options of giving and volunteering.

Bonus Points:

- You are flexible and able to adapt to changes and take on new responsibilities as needed.
- During movie wedding scenes you pause the film to examine table settings in the background.
- Able to periodically work evenings and weekends.
- Drinking coffee is your superpower.

Requirements:

A mature walk with Jesus Christ and able to articulate Biblical beliefs and their application within the context of the Fresno Mission. All employees of Fresno Mission are an integral part of the outreach ministry of a non-denominational, evangelical ministry sharing the Gospel of Jesus Christ

through transformational programs that provide food, shelter, clothing, education, job training and renewal of families to the poor and addicted. All employees are Christian missionaries and are required from time to time to participate in chapel services, outreach ministries, Bible studies, and prayer times. Due to the nature of these types of ministries, it is an absolute necessity that each employee possesses and maintain a Christian testimony of their faith and experience in Jesus. Must be in agreement with the Statement of Faith of the Fresno Mission.

Application Process:

Individuals interested in being considered for this position should email the following documents:

1. Letter of interest which includes a narrative detailing how you believe you qualify for this position.
2. An updated resume.
3. The names, email addresses, and phone number of three references.

Please email all documents to HR@fresnomission.org

No phone calls.