**JOB DESCRIPTION:**

**EVENT COORDINATOR/ADMINISTRATIVE ASSISTANT**

**POSITION OBJECTIVE:** Coordinate events, and manage staff responsible for execution of conferences, workshops, and events associated with internal and external programs of Converge PacWest. Assist the Converge PacWest office with routine administrative tasks as well as special projects. Work with senior management to contribute to the overall development, organization, and promotion of Converge PacWest.

**Events Management & Administrative Items:**

* Responsible for project management and overall functions related to planning, coordination and execution of Converge PacWest events
* Identify internal partners and external vendors in the implementation of events and develop those relationships to enhance Converge PacWest relations and resourcing
* Management of external vendors (i.e., hotel, ground transportation, audio visual, equipment rental, print shop, etc.) Responsible for deciding pricing and negotiating with vendors for best prices. Oversee and evaluate their services.
* Responsible for quality control through working closely with Converge PacWest associates in the design, planning and execution of various aspects of conference and event planning including: food and beverage, evening events, entertainment, gifts, activities, ground transportation, etc.
* Responsible for working within the budget designated by Converge PacWest management
* Review and approve payment of all final event invoices from vendors and reconcile actual costs with original estimated budget
* Manage the research and securing of all venue(s) and accompanying room block designations
* Hold ongoing meetings with the venue and undertake pre-conference site visits
* Provide on-going communication with attendees (e.g. logistical inquiries, special requests, etc.)
* Act as liaison for Event speakers (i.e. travel arrangements, airport pickup, hotel check-in, etc.)
* Explore and develop alliances with Converge PacWest churches to participate in and hold events
* Work closely with Women’s Leadership team in planning annual Women’s Conference.
* Act as liaison between PacWest office and Women’s Leadership team.
* Coordinate or create promo materials for Women’s Conference and Pastors’ and Spouses’ Retreat
* Gather volunteers for quarterly newsletter bundling.
* Act as Registrar for Men’s Retreat and Women’s Conference and oversee on-site registration at event
* Participate in staff meetings.
* Mail – receive and sort incoming; process outgoing
* Use desktop publishing software to prepare content for monthly mailings
* Compose & distribute monthly prayer calendar to churches, including communication with pastors to obtain prayer requests/praises
* Manage semi-annual newsletter production schedule and act as point person for contributors, PacWest staff, graphic designer, and print shop.
* Order/maintain office and administrative supplies, including postage meter
* Order/maintain facility equipment, including equipment records and routine maintenance
* Receive/screen/direct incoming calls; take and deliver messages, as needed
* Maintain PacWest calendar of activities, both internally and on website
* Assist in finding and creating social media content
* Accurately record donations in database
* Prepare and make weekly deposit of checks
* Assist in creating/editing/managing website content
* Assist with special projects, as needed

**Qualifications:**

* Resourceful
* Training and experience in event management preferred
* Proven design and layout skills preferred
* Bachelor’s degree preferred
* Excellent written and verbal communications skills
* Ability to work independently and manage deadlines
* Excellent team skills – capable of working in a busy and pressured environment
* Strong interpersonal, organizational and leadership skills
* Knowledge of use of proper business etiquette and protocol
* Possess sound business judgment
* Ability to multi-task in a fast-paced environment with short-term time frames
* Proficient in Excel, Word, PowerPoint, and Pages; advantageous if able to design promo materials and update webpages
* Has reliable transportation-will be required to use for travel required for Events management
* Ability to multi-task preferred
* Good organizational skills
* Detail oriented

**Hours:**

The role has a regular office-based element of at least 8-10 hours a week and an activities-based element that centers on events where the hours and schedule are flexible with an allotted 8-12 hours per week over the course of a year. Total hours to average 20 hours a week.

**Benefits:**

The role’s pay range is from $17.00--$21.00 per hour, with holiday leave pay granted.

Reimbursed for miles traveled and expenses incurred.

Laptop provided for work purposes.