

EVENTS ADMIN/COORDINATOR



HOPE FOR THE HEART IS A NON-PROFIT CHRISTIAN MINISTRY WITH A MISSION TO EQUIP PEOPLE WITH BIBLICAL PRINCIPLES TO RENEW LIVES, RESTORE FAMILIES, REVITALIZE CHURCHES AND REPRODUCE INFLUENCERS-WORLDWIDE. TO ACCOMPLISH THIS MISSION WE PRODUCE RADIO BROADCASTS, BIBLE-BASED COUNSELING RESOURCES, PROVIDE TRAINING ON PEER-TO-PEER BIBLICAL COUNSELING, DISCIPLESHIP AND LEADERSHIP DEVELOPMENT.

Location: The Hope Center - Plano, Texas

Department: Ministry Events

Type of position: Full-time, Exempt

Reports to: Events Manager

Summary: *This role serves as a strategic member of the Events team, offering administrative support, while taking the lead and responsibility for smaller events. The Events Admin/Coordinator will function to help support HFTH's goals and objectives in a fast-paced, hands-on, task oriented, team environment and must show good judgment and leadership when communicating with other staff.*

Major Responsibilities:

- **Administrative:** Perform day-to-day administrative duties as the assistant to the Events Manager and Events Coordinators, as needed.
 - Create and maintain the ministry-wide event calendar in multiple formats.
 - Reporting, data entry, event follow-up, internal/external communications, registration through Event Brite web account, ordering supplies, reconciling expenses, and more.
- **Event Planning:** Assume a lead coordinator role for smaller events including booking event space, travel arrangements, food/beverage requirements, supplies, signage, decorations, etc.
- **Special Projects:** Assist with special projects, involving creative decorating ideas and communication both internally and externally for the Events department.

Qualifications:

- Intermediate to High levels in MS Office (Word, Excel, Outlook, PowerPoint, Publisher)
- Understanding and familiarity with Creative Software (Adobe Creative Suite)
- High level verbal and written communication skills
- Exemplary planning and time management skills
- Ability to learn various equipment and applications (Planning Pod, Asana, Donor Direct, Slack)
- Exercise discretion and confidentiality

Education Requirements: Bachelor's degree (B. A.) or equivalent; or minimum 5 years related experience and/or training; or equivalent combination of education and experience.

Character/Spiritual Qualities: Possesses a desire to actively minister to others within and outside the ministry; whether they are vendors, constituents, partners or volunteers. As such, each team member is called to actively impact others with Biblical principles for Christian living through sharing in prayer, scripture references, Biblical illustrations, and personal testimony.

To Apply: Please email your resume and cover letter to Jobs@HopeForTheHeart.org.

No calls, please.