

## Dare 2 Share Ministries

### Job Description: Events Coordinator

**DIVISION/DEPARTMENT:** Ministry Advancement / Events

**REPORTS TO:** Director of Events

**LOCATION:** D2S Headquarters, Wheat Ridge, CO

**TYPE OF POSITION:**  Full-time  Part-time  Volunteer  Contract  Occasional/Seasonal

**HOURS OF WORK:** 40 hours per week

**PAY RANGE:** \$20-\$24 an hour

**TRAVEL:** As needed

**INTRODUCTORY PERIOD:** 90 days

#### THE MINISTRY ADVANCEMENT (MA) DIVISION'S PURPOSE

To activate leaders around the world through involvement with Dare 2 Share programs and resources to mobilize them for Gospel Advancing Ministry so that they accelerate the global Gospel Advancing Movement.

#### KEY DIVISIONAL OUTCOMES

- A Gospel Advancing Leader in every continent, country, and community.
- 1,000,000 Gospel Advancing leaders worldwide in order to reach the 1,000,000,000 teenagers on the planet.

#### POSITION SUMMARY

The Events Coordinator (EC) is a highly organized, detail-oriented professional with strong communication skills and a heart for youth ministry. This teachable person helps coordinate Dare 2 Share's premiere youth ministry projects and events. The EC will report to the Director of Events and assist in the execution of culturally relevant and contextualized catalytic events delivered across a variety of formats and platforms.

This position requires high-level organizational, administrative, and project-management skills. The EC must be able to work with minimal supervision on multiple, concurrent projects.

#### TYPICAL DUTIES AND RESPONSIBILITIES:

*The Work Examples and Competencies listed are for illustrative purposes only and are not exhaustive.*

##### ***Event Administration & Preparation (50%)***

- Facilitate event timeline meetings and coordinate task execution and deadline adherence across multiple teams and departments.
- Provide comprehensive meeting support, including scheduling, meal ordering as needed, recording and summarizing decisions and action items, and ensuring timely follow-up.
- Create, manage, and process all event contracts and MOUs.
- Assist the Director of Events by using strong organizational skills to ensure event materials are prepared.

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- Coordinate event logistics such as catering, registration paperwork, nametags, venue details, travel, rooming lists, training materials, presentations, etc.

#### ***Customer Relations Management (20%)***

- This position supports both internal teams and external customers through accurate data management and timely communication including event registration progress.
- Execute Salesforce CRM policies and procedures to ensure accurate execution of orders, updating information, and tracking.
- Work event funnels to ensure proper placement to keep funnels accurate and help with forecasting.

#### ***Event Execution (20%)***

- Provide the Director of Events with strong logistical support throughout events.
- Execute event role as described in the specific event role document.
- Travel to events if/when required. Travel would be minimal.

#### ***Miscellaneous Support (10%)***

- Attend department, division, and ministry-wide meetings.
- Manage regular workload effectively, using systems and calendar to meet objectives.

#### **COMPETENCIES REQUIRED:**

- Excellent verbal and written communication with solid problem-solving skills.
- Customer focus and the ability to interact with customers in a professional manner.
- Demonstrated reliability, strong time management, and the ability to multitask effectively in a fast-paced environment.
- Team-focused mindset and willingness to help wherever and whenever needed.
- A self-starter with strong problem-solving skills and flexibility to adapt on the fly.
- Strong organizational and technology skills (Microsoft Office suite proficiency is a must).

#### **COMPETENCIES PREFERRED:**

- Working knowledge and proficiencies in CRM database (SalesForce), customer service, and project management.

#### **KEY PERFORMANCE INDICATORS FOR THIS POSITION:**

- Follow up all voicemail, email, and web chat engagements within 1 business day.
- Effective cross-departmental collaboration, resulting in smooth, well-executed events.

The applicant chosen for this position must fully concur with the Dare 2 Share Ministries (D2S) “Statement of Faith”, must fully support the expressed purpose of D2S, must be prepared to exercise and model the core values expressed by the ministry, and must agree to abide in all respects with the D2S code of conduct for event participation.