



POSITION DESCRIPTION

Position title: Communication & Events Coordinator
Reports To: Executive Director
Status: Full-Time
Level: 12

This role requires a person who demonstrates a high level of integrity and lives a life committed to following Jesus Christ.

Duties include but are not limited to:

1. Website content

- A. Collect and annually update:
 - All SERVE site descriptions and links
 - SERVE Resource Box pieces
 - SERVE Host Team page(s)
 - Forms (deposit & download)
 - TGM Ministry Resource pages
 - Annual golf outing information and other TGM events
- B. Maintain website with support of TGM contracted web firm
 - Plug ins and “back end” maintenance

2. Social media communications

- A. Facebook, Instagram, Twitter, Blogs & E-Newsletter – work closely with ThereforeGo’s marketing and design firm and staff to use ThereforeGo’s social media tools to inform, enfold and invite constituents to everything TGM.
- B. Ensure website, E-Postcards, surveys, etc. go through an editing process. As needed, write for these pieces.

3. Communication Calendar Management

- A. Provide weekly updates at staff meeting and follow-up throughout week
- B. Liaison to outside design firm and editor
- C. Facilitate print pieces with DYM Print Manager and/or external print firms

4. Publications

- A. SERVE Spiritual Life material – Send material to editor for review and to TGM’s marketing & design firm to create content for layout. Review layout proofs and send to ThereforeGo SERVE Director for final review. Return proof to marketing and design firm for final layout.
- B. E-Newsletter – collect, write, layout and send monthly E-Newsletter
- C. Host Team E-Newsletter- collects, organizes, review and distribute monthly
- D. Postcards & E-Postcards – collects, organizes, reviews and distribute monthly
- E. Recruit advertisers for publications

- F. ThereforeGo Digital Magazine – collect, organize, hold, edit and assist with writing pieces for annual issue and collaborating with web and design firm in the production of an online magazine.
- G. Collaborate with design firm in the production of the annual SERVE theme release video each fall.

5. TGM Leadership Summit

- A. Oversee the schedule in collaboration with SERVE director and coordinator
- B. Promote the event to Host Teams through various communication lines (social media, on-line, print...)
- C. Oversee registration process and check in for the event
- D. Facilitate event details from contract to event execution with vendors
- E. Assemble staff & guest speaker's presentations and worship content
- F. Present at various breakout sessions as needed

6. Special Events Coordination

- A. Work with executive director to research/promote new programs & initiatives
- B. Oversee online registration system and other details for advancement initiatives, online events as well as new ministry projects

7. Office management

- A. Handle accounts payable/receivable for all non-SERVE accounts
- B. Receive and process church and individual donations, logging information into database and issuing monthly receipts
- C. Maintain and manage TGM's mailing lists to produce donor letters, Christmas cards and other correspondence to TGM constituents and supporters
- D. Handle shipping and other logistical details between the US and Canadian ministry offices for ministry initiatives and programs
- E. Maintain inventory of office supplies work with vendors to restock as needed
- F. Work with outside vendors on the production of promotional materials
- G. Coordinate details for ThereforeGo board meetings (travel, lodging, logistics)
- H. Cover main office phone and greet guests

Skill Set Necessary for Best Fit: This position requires a servant heart, a high level of organization, attention to detail, ability to multitask, experienced in database management, online registration systems, technology, a team player who is hospitable/conversational in nature through the avenues of phone, email and face to face communication.