



Job Description

Title:	Special Events Coordinator
Qualifications:	Must possess a vibrant personal relationship with Christ and agree with the Joni and Friends' statement of faith. Extremely organized and self-sufficient with an ability to prioritize and multi-task. Excellent written and telephone skills. Proficient in Microsoft Office Suite with strong grasp of Excel and Mail Merge. Ability to take initiative, work under pressure, problem solve, and meet deadlines. Strong focus and ability to see work through to completion. Minimum 2 years of administrative experience.
Education:	Bachelor's degree and/or event planning experience preferred
Status:	Full-Time, Exempt
Reports to:	Manager, Special Events

Duties:

1. Support Special Events Manager with pre-event operation planning, logistics, technical, and clerical support.
2. Coordinate, oversee, and execute details of events, such as:
 - a. Planning process, documentation preparation, and generating follow-up Minutes for each event staff meeting
 - b. Supervise and manage the hotel reservation process for all guests and staff attending the event
 - c. Provide support to the Special Events Manager and assist in the process of corresponding with venues regarding event details and/or special requirements
 - d. Coordinate the process of purchasing items needed for all event(s) and document/track inventory
 - e. Supervise volunteers in the assembling of gifts as required for event(s)
 - f. Coordinate and print all materials needed for upcoming event(s) (signage, binder documentation, etc.)
 - g. Plan and manage the Event Planning Task List
 - h. Research and prepare a Bio about the venue along with Bios for all appropriate guests
 - i. Provide assistance with event site visits as required

- j. Assist and partner with Special Events Manager at on-site and off-site events
3. Must be able to lift 25 lbs.
4. Other daily projects as time allows, to support the needs of the Development Department and the overall ministry of Joni and Friends.
5. Assists with other projects and assignments as necessary to support the overall strategic plan of the Joni and Friends International Disability Center.

Ministry Life:

As a ministry, Joni and Friends strives to exemplify Jesus Christ and bring Glory to God in all we say and do. To that end, employment at Joni and Friends is to be taken seriously as one who is not simply considering employment, but committing to the core mission of the organization to fulfill the biblical mandate of inclusion of those with disabilities into the full-life of the church. All employees of Joni and Friends participate in its ministry wide prayer life, leadership training and other general staff training that may take place from time to time.

Below outlines the vision, mission, values, and pillars of Joni and Friends:

VISION: *“To accelerate Christian ministry in the disability community.”*

MISSION: *“To communicate the Gospel and equip Christ-churches worldwide to evangelize and disciple people affected by disabilities.”*

VALUES:

1. Honor God in everything we do.
2. Build relationships based on trust and respect.
3. Maintain integrity and excellence in programs and services.
4. Practice responsible stewardship

FOUR PILLARS OF MINISTRY

1. Lead Like Jesus*
2. Integration
3. Excellence in area of expertise
4. Best Christian Workplace

** Lead Like Jesus is a course of study provided to all employees and is based on the book written by Ken Blanchard and Phil Hodges of the same name. The Lead Like Jesus course is the model which governs our ministry culture and contributes significantly to Joni and Friends maintaining its certification as a “Best Christian Workplace” according to surveys by the Best Christian Workplace Institute (BCWI).*