

Job Description

Job Title:

Event and Volunteer Coordinator

Purpose Statement:

The purpose of the Event and Volunteer Coordinator is to further the ministry impact of Tejas by facilitating the recruitment, communication, and support of volunteers along with organizing and overseeing all Tejas events for staff, volunteers, and guests throughout the year. Communications and events will include the core values of people, service, and adventure as we seek to set the stage for Jesus to transform lives.

Reports to:

Executive Director

Responsibilities:

Events

- Work collaboratively with directors and staff to organize Tejas programmed events taking place throughout the year such as monthly staff socials, Family Fun Days, Serve Weekends, and summer staff events.
- Help create and facilitate new Lights of Tejas initiatives to engage our community.
- Support planning and execution of 2020 and 2021 Christian Camp & Conference Association Texas Sectional, 10th Anniversary of Lights of Tejas, and Tejas 40th Anniversary and other key events in the future.
- Initiate staff community service projects throughout the year.

Volunteers

- Coordinate recruitment of potential volunteers throughout the year for long-term volunteering and short-term volunteering.
- Communication of details, work projects, and pre-trip bookings.
- Host and coordinate training of staff for various work tasks.
- Coordinate the schedule and reserve meeting rooms when needed for volunteers.
- Show appreciation and thanks to all volunteers.

Donor Relations

- Assist in donor relations and communication including mailers, media and organization of our donor CRM software.
- Assist Executive Director with assignments as needed with Budget, Donor Relations and Special Assignments.

Work Schedule

Full time, approximately 40-50 hours a week, with periodic weekend work.

Qualifications

- BA in Event Planning, Hospitality, Communications, Public Relations or similar degree.
- Prior experience in event planning and working in teams.
- Excellent written and oral communication skills.
- Exhibit leadership qualities such as conflict resolution, motivation, engagement and elevating the abilities of others.
- Proficiency with computers and online properties such as Instagram and Facebook, and email management.
- Passion for helping connect people to Tejas in order to set the stage for Jesus to transform lives.