

JOB DESCRIPTION -- Missions & Event Coordinator

REPORTS TO: Downtown Clergy

Location: The Portico

STATUS: Part-Time, 25 hours/week |NON-EXEMPT

RESPONSIBILITIES:

1. Coordinate Social Media efforts
2. Coordinate external Community Hall rentals
3. Facilitate events that connect new people to groups, 1001 Gathering, and service
4. Support Justice, Homeless, and Art Team Leader and volunteers
5. Support 1001 Gathering

This position will equip volunteer leaders and their teams to:

- Develop and maintain a culture of invitation and hospitality at The Portico
- Explore, develop, and implement missional service opportunities at The Portico and off campus
- Achieve the goals for which each position is responsible

SPECIFIC TASKS:

1. **Coordinate Social Media Efforts and Website**
 - a. Support and coordinate social media strategy with Marketing Agency, Cafe Manager, and Clergy.
 - b. Upload events on social media and Portico website
2. **Coordinate Art Installations and associated events** (approx four installation/events per year). Equip and support Arts Leader to curate and source artworks for campus spaces that draw new people to campus and initiatives
3. **Equip and support Community Meal leader** to hit goals and reach new volunteers
 - a. Develop goals for meal numbers and new volunteers
 - b. Work with leadership team to expand service opportunities (showers, haircuts, etc.)
 - c. Oversee Volunteer management systems that support a good experience for volunteers and that invite, train, and retain volunteers
 - d. Be present on Sunday for 1001 Gathering and Community Meal
 - e. Meet with Community Meal team at least 1x/month and attend all team meetings
4. **Equip, and support Justice Team and HOPE Leader** to hit goals and implement justice initiatives
 - a. Meet with Justice Team Leader 1/x month and HOPE leader as needed
 - b. Serve as staff liaison to the Justice Team meetings
 - c. Ensure team focuses on yearly goals and actions that will lead toward achievement
5. **Support the 1001 Gathering**, to include administrative coordination of 1001 materials each Sunday (slide/table questions)

REQUIREMENTS:

Education/Training/Experience:

1. Complete an undergraduate Bachelor's degree (preferred) or relevant work experience
2. Take the Disciple's Path course during first 6 months of employment
3. Have contacts and connections around homelessness, mental health, substance abuse and social justice in the Tampa Bay area

Skills:

1. Facilitating event management, strong project management and communication skills, along with social media campaign management
2. Advanced skill in Microsoft Office (Outlook, Word, Excel, PowerPoint).
3. Knowledge of CRM/Contact Management systems, Canva, graphics, and social media applications helpful.

Abilities:

1. A team player who is proactive, flexible, and results-oriented.
2. Meticulous attention to detail, a deep concern for quality.
3. Ability to multitask and prioritize work, excellent time management skills. Ability to work independently and under the pressure of deadlines.
4. Ability to learn new tools quickly. Excellent interpersonal communication.
5. Strong writing skills. Highly organized.

Personal Characteristics

1. A Christ-centered, Biblically-rooted, warm-hearted faith in Christ which expresses itself in loving, joyful, healthy relationships with others and personal freedom in sharing his/her personal experience of Christ.
2. A clear passion to draw uncommitted persons into a living relationship with Jesus Christ
3. Personal commitment to the spiritual heritage, doctrine, and Social Principles of the United Methodist Church.
4. An excitement and commitment to the mission and vision of Hyde Park United Methodist Church.
5. A visionary person with the freedom to explore the most effective means by which our mission can be fulfilled.
6. A team-player who works well with other members of the church staff and who has proven effectiveness in working with volunteers.
7. Evidence of Christian character evidenced by a life of prayer, spiritual discipline, and participation in the life of the church.
8. A sense of humor and ability not to take him/herself too seriously.
9. High energy level for the demands of a growing ministry.