



CATHOLIC PRO-LIFE COMMUNITY

RESPECT LIFE MINISTRY OF THE DIOCESE OF DALLAS

POSITION DESCRIPTION

TITLE	Events Coordinator	DEPARTMENT	Communications
DATE	September 2021	LOCATION	CPLC office (primary)

GENERAL INTRODUCTION

The part-time (25 hours a week) position of the Events Coordinator exists primarily to assist with carrying out the Mission of the Catholic Pro-Life Community. All employees and volunteers of the CPLC are to exercise faithful stewardship of the time, talent, and resources at their disposal and those of their co-workers in achieving the results that will be most worthy of the prayers, sacrifices, and generosity of our supporters.

SUMMARY OF POSITION

Reporting directly to the Communications Director the main function of the Events Coordinator (EC) is to coordinate fundraising and non-fundraising events logistics and help administer special projects. The EC will provide key logistics and planning support for the events, including the revenue-generating events, as well as all logistics for all donor cultivation events and various ministry events. The EC works with the Communications Director to manage expense budgets for designated areas of each event and with other department and ministry directors to successfully meet the objectives of each event.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Events Support and Coordination

- Establish and maintain staff, volunteer, and vendor relationships
- Take direction, lead with initiative and work within a team
- Research and initiate contract negotiations for event venues and outside vendors as required
- Manage and continuously update assigned areas of the planning tool (MS Teams) utilized by the organization to determine and track tasks and deadlines
- Manage expense budget for assigned areas
- Incorporate a deadline-oriented method of production
- Research processes to improve planning and results of events each year
- Work with Communications Director and event Project Manager on annual budget preparation to accurately forecast expected event expenses
- Liaise between all CPLC departments/ministries as needed for logistics management and other areas as needed
- Liaise with Communications Director for coordination of all off-site event set up, sales tracking and reporting, ensuring that systems used are up-to-date and fiscally responsible
- Maintain a calendar for required contract deposit payments and other deliverables

KEY QUALIFICATIONS

- Acceptance of the magisterial teachings of the Catholic Church with detailed understanding of the teachings on the life issues
- Compliance with all Safe Environment requirements of the Diocese of Dallas and the CPLC
- Ability and desire to support the mission of the Catholic Pro-Life Community and the Church
- Active membership in a parish/faith community in good standing with the Church
- Understanding of and compliance with the Diocese's Safe Environment Program
- Ability to demonstrate the values of the CPLC consistently and positively, as a "face" of the CPLC to the diocesan and pro-life community
- Must be service-oriented, maintain confidentiality, be open-minded, and be a successful problem-solver.
- Preferred Bachelor's degree in Business, Public Relations, Hospitality, or equivalent relevant experience
- 3-4 years event planning experience or CMP necessary
- Demonstrated experience in non-profit development, including administering projects, organizing volunteers and personal and written communication with donors
- Proven track record in event management with multiple, overlapping events and schedules
- Ability to positively support the goals of the organization while demonstrating initiative and contributing ideas
- Ability to lead a team to achieve desired goals
- Excellent verbal and written communication skills
- Skilled project manager, able to keep budgets and deadlines, organize multiple tasks, and work positively with a variety of people, including vendors, volunteers, and financial contributors
- Good math skills
- High level of proficiency in standard Microsoft Office tools, including Word, Excel, Publisher, Outlook, and MS Teams; and databases; basic knowledge of QuickBooks and/or Raiser's Edge database with ability to increase knowledge and proficiency.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All representatives of the Catholic Pro-Life Community may be required to perform duties outside of their normal responsibilities from time to time as needed.