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Ministry Events Coordinator

Job Description

Job Categories:	Administration, Organization
Position Type:	Volunteer
Job Region/Location:	Various locations in Canada
Reporting Relationship:	Reports directly to Ministry Director
Working Conditions:	Normal Office Conditions
Funding:	n/a
Application Deadline:	n/a

Position Overview

Connecting Streams partners with women to help them move beyond their fears to a place where they are actively engaged in their faith, compelled to love others and excited to share the hope they have in Jesus. The Events Coordinator coordinates promotional, training and celebration events for Connecting Streams Women's Ministry. She also represents Connecting Streams at various networking events.

Responsibilities

- Recruit, build and support an events ministry team
- Acquire and organize event venues, speakers, music, presentation and sound equipment.
- Liaison with event venues for event details: power point, shipping of materials etc.
- Oversee strategic marketing and communications for events
- Share Connecting Streams vision by networking with event participants
- Coordinate and facilitate post event evaluations
- Represent (host a table) the ministry at various strategic events: Breakforth, Missionfest, and other church conferences and mission events.
- Network and coordinate interested volunteers from each event and forward to the Volunteer Coordinator for follow-up

Required Skills and Abilities:

- Superior organizational skills
- Excellent communicator, both oral and written
- Ability to delegate tasks
- Team player
- Excellent people skills
- Good Problem Solver

- Self motivated - able to work with minimum supervision
- Good decision maker
- Able to take initiative and to know when to seek counsel
- Ability to work in a home environment

Preferred Skills and Abilities:

- Encourager
- Leader
- Administrative
- Creative
- Personable and humble
- Has an ability to discern

Funding:

This position is a volunteer position and is unpaid

Please send your resume and cover letter or inquiries to: opportunities@powertochange.org

*** We thank all applicants for their interest in Power to Change; however, only suitable candidates will be contacted to continue the application process. ***

The [mission](#) of Power to Change is to further the movements of Christian evangelism and discipleship. All Power to Change staff members and volunteers work collectively to further this overall religious mission. The successful candidate for this position must have a pre-existing belief and demonstration of lifestyle as outlined in the Power to Change Code of Conduct and Common Vows of Discipline. The successful candidate must agree to, sign and, in all good conscience abide by the biblical principles outlined by these documents. It is a pre-requisite of employment at Power to Change that any and all staff members and volunteers sign and abide by these documents throughout their course of involvement at Power to Change. For a copy of the Code of Conduct and Common Vows of Discipline, please email hr@powertochange.org.