



Job Profile

Employee:			Community Engagement & Event Coordinator	Date:	02/13/2025
Dept/Div:	ESDA	Supervises:	N/A		
FLSA Status:	Exempt	Reports to:	Director of ESDA	Loc.	Remote Work

Position Overview

The ESDA Community Engagement and Event Coordinator is a part-time role supporting the Director of ESDA in coordinating events, managing community engagement and communication initiatives, and supporting administrative operations. This position helps ensure successful event planning, marketing, and execution and maintains effective communication channels with ESDA members and stakeholders.

Position Qualifications

Core Values

On the Journey

- Moving toward relational health with God and others
- Takes responsibility for personal spiritual journey through spiritual practices, self-reflection, community relationships, and accountability

Humble Servant

- Seeks to serve others in their work and finds blessing in helping others
- Team player who contributes more than takes
- Understands/supports the mission of serving the church and spiritual directors

Values Discernment

- Demonstrates a deep desire to do God's will in the workplace
- Supports discernment processes and values prayerful pause as a way of life

With God Resourceful

- Hard worker who lives dependently on God
- Self-starter and resourceful while maintaining awareness of God's presence
- An "abider" not a "striver"- God-efficient rather than self-sufficient

Core Competencies

- Strong interpersonal and relationship-building skills
- Ability to manage multiple projects while maintaining attention to detail
- Creative problem-solving abilities
- Excellent time management and prioritization abilities
- Adaptability and flexibility in a dynamic environment
- Ability to work both independently and collaboratively
- Proficiency in Microsoft Office Suite and social media platforms
- Facility with Zoom virtual event platform and best practices in online event facilitation
- Knowledge of Spiritual Direction and its impact on spiritual formation

Core Responsibilities	
Event Planning & Coordination	<ul style="list-style-type: none"> - Assist in planning, executing, and hosting virtual and hybrid events - Manage virtual event platforms and ensure seamless technical delivery - Coordinate with speakers and presenters to ensure high-quality content delivery - Create engaging presentation materials and digital resources for virtual events - Support registration processes and participant communication for all events - Assist technical support and troubleshooting during live online events - Facilitate interactive elements such as opening slides, chat box content, breakout rooms, and Q&A - Coordinate post-event follow-up, including distribution of recordings and resources - Monitor event feedback to ensure participant satisfaction and goal achievement - Manage Event Administrative Operations--calendar meetings, process event expenses, and maintain organized digital filing systems and databases
Communications & Social Media Management	<ul style="list-style-type: none"> - Assist in developing and implementing communication strategies across multiple channels - Help create engaging content for social media platforms, newsletters, and external communications - Manage organization's social media presence and engage with online community - Monitor and respond to community posts, feedback, and inquiries across all platforms - Generate regular reports on engagement metrics and campaign performance - Maintain communication databases and contact lists as needed.
Member Care & Community Support	<ul style="list-style-type: none"> - Build and maintain strong relationships with community members through regular outreach - Identify and address member needs through personalized attention and support - Track member engagement and satisfaction metrics - Help develop and implement retention strategies - Coordinate with vendors to ensure comprehensive member support
Working Conditions	<ul style="list-style-type: none"> - Part-time position (hours to be determined) - Flexible schedule required, including occasional evenings and weekends for event support - Some travel is required - Remote work with some occasional in-person requirements - Physical requirements include the ability to lift up to 20 lbs and stand for extended periods during events - Reliable Internet Service and dedicated workspace, free of distractions during working hours
Reporting Relationship	<ul style="list-style-type: none"> - Reports directly to the Director of ESDA and works collaboratively with other team members as needed