



# Job Profile

Employee:			Community Event & Engagement Coordinator	Date:	03/13/2025
Dept/Div:	ESDA	Supervises:	N/A		
FLSA Status:	Exempt	Reports to:	Director of ESDA		

## Position Overview

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

## Position Qualifications

Core Values	Core Competencies
<p><b>On the Journey</b></p> <ul style="list-style-type: none"> <li>- Moving toward relational health with God and others</li> <li>- Takes responsibility for personal spiritual journey through spiritual practices, self-reflection, community relationships, and accountability</li> </ul> <p><b>Humble Servant</b></p> <ul style="list-style-type: none"> <li>- Seeks to serve others in their work and finds blessing in helping others</li> <li>- Team player who contributes more than takes</li> <li>- Understands and supports the mission of serving the church and spiritual directors</li> </ul> <p><b>Values Discernment</b></p> <ul style="list-style-type: none"> <li>- Demonstrates a deep desire to do God's will in the workplace</li> <li>- Supports discernment processes</li> <li>- Values prayerful pause as a way of life</li> </ul> <p><b>With God Resourceful</b></p> <ul style="list-style-type: none"> <li>- Hard worker who lives dependently on God</li> <li>- Self-starter and resourceful while maintaining awareness of God's presence</li> <li>- An "abider" not a "striver"- God-efficient rather than self-sufficient</li> </ul>	<ul style="list-style-type: none"> <li>- Strong interpersonal and relationship-building skills</li> <li>- Strong attention to detail and ability to manage multiple projects</li> <li>- Excellent time management and prioritization abilities</li> <li>- Strong presentation capability (e.g. Powerpoint, Zoom)</li> <li>- Ability to dynamically engage with speakers &amp; participants</li> <li>- Creative problem-solving abilities</li> <li>- Adaptability and flexibility in a dynamic environment</li> <li>- Ability to work both independently and collaboratively</li> <li>- Proficient in Microsoft Office Suite, Wordpress and social media platforms</li> <li>- Proficient in Zoom and best practices for online event facilitation</li> <li>- Knowledge of Spiritual Direction and its impact on spiritual formation</li> </ul>



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### Core Responsibilities

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<b>Event Planning</b>	<ul style="list-style-type: none"> <li>- Plan virtual and hybrid events</li> <li>- Solicit, coordinate and communicate with presenters to ensure high-quality content delivery</li> <li>- Oversee the creation of engaging presentation materials and digital resources for events</li> <li>- Support registration processes and participant communication for all events</li> <li>- Coordinate with vendors, partner programs and event centers to ensure comprehensive member support</li> <li>- Manage event operations- calendar meetings, set tasks and event agendas, process event expenses</li> <li>- Maintain organized digital filing systems and databases</li> <li>- Research and assist director with future professional development event opportunities</li> </ul>
<b>Event Execution</b>	<ul style="list-style-type: none"> <li>- Manage the execution and hosting of virtual, hybrid and local events</li> <li>- Oversee virtual event platforms and ensure seamless technical delivery</li> <li>- Assist technical support staff with agenda, interactive elements, and troubleshooting</li> <li>- Promote member engagement opportunities</li> </ul>
<b>Member Care, Community Support and Partnerships</b>	<ul style="list-style-type: none"> <li>- Coordinate post-event follow-up, including distribution of recordings, event summaries and resources</li> <li>- Monitor event feedback to ensure participant satisfaction and goal achievement</li> <li>- Track member engagement and event satisfaction metrics</li> <li>- Help develop and implement retention strategies for event offerings</li> <li>- Assist Director in expansion of reciprocal partnerships and events with various formation programs</li> <li>- Support additional duties and responsibilities as assigned</li> </ul>
<b>Working Conditions</b>	<ul style="list-style-type: none"> <li>- Part-time position (hours to be determined)</li> <li>- Flexible schedule required, including occasional evenings and weekends for event support</li> <li>- Some travel is required</li> <li>- Remote work with some occasional in-person requirements</li> <li>- Physical requirements include the ability to lift up to 20 lbs. and stand for extended periods during events</li> <li>- Reliable Internet Service and dedicated workspace, free of distractions during working hours</li> </ul>
<b>Reporting Relationship</b>	<ul style="list-style-type: none"> <li>- Reports directly to the Director of ESDA and works collaboratively with other team members as needed</li> </ul>