

Position Description

Title: Communications & Event Coordinator**Reports to:** Communications Director**FLSA Status:** Non Exempt**Supervises:** N/A**Hours:** Full time

Purpose

Ensure effective coordination and planning of communications strategies for the purpose of advancing our ministry's impact, engaging existing donors, and cultivating new leads and donors.

Responsibilities and Tasks

- Perform all job responsibilities for the purpose of carrying out ANM's mission to advocate for, encourage, and equip indigenous missionaries around the world
- Manage, track, and coordinate all communications projects such as campaigns, print resources, email marketing, and donor updates
- Ensure efficiency and stewardship of the communication team and resources
- Provide administrative support to the Communications Director including managing relationships with vendors and contractors
- Analyze and provide detailed reports and analytics on all campaigns and initiatives
- Schedule, plan, and coordinate ANM donor events
- Equip advocates for US travel through scheduling, resourcing, and booking travel accommodations
- Coordinate with International Team to support missionary itineration through scheduling, providing materials, booking travel accommodation, and coordinating hospitality
- Complete all work in compliance with ANM's policies and procedures and coordinate with relevant staff to ensuring strong communication and smooth execution of all initiatives

Key Performance Metrics

- Timely execution of communications projects
- Well-coordinated events and US travel
- Increasing donor engagement through events and US travel

Qualifications

Experience

- Administrative work-experience including organizing, scheduling, and coordinating projects
- Event planning

Skills and Competencies

- Exhibits the organizational values of ANM: Christ-centered, relationships, integrity, and stewardship
- Excellent written and verbal communication skills, including email correspondence
- Ability to manage multiple responsibilities simultaneously
- Detail oriented, able to follow through on multiple specific items from meetings and communications
- Humble, team player that can take change of direction and new tasks in stride
- Proficiency in using web based and cloud products such as Google Suite, Asana, Sharepoint, and Adobe