



Redwood Gospel Missions

Events Assistant

The Redwood Gospel Missions, in the grace and power of Jesus Christ, mobilizes our community to minister to the needy so that lives are transformed.

Location:	2447 Summerfield Road, Santa Rosa
Ministry:	Partner & Community
Time Commitment:	30 hours per week; Additional hours may be available for events.
Supervisor:	Events Coordinator
Also works with:	Volunteer Coordinator
Supervises:	Volunteers
Qualifications:	Events Assistant must have 1-3 years experience in outreach coordination, event planning, volunteer coordination, customer service or similar experience. This position requires a highly detail oriented person possessing excellent communication skills both written and verbal. Good organizational skills, proficiency in Microsoft Office Suite; knowledge and experience with Adobe Illustrator, InDesign or other publishing software is desired.
Position Summary:	Together with the events coordinator, coordinate and plan outreach & fundraising events and activities. Provide administrative support and assistance for all Redwood Gospel Missions events, including ministry-specific events. Mobilize volunteers within the community to minister & assist at events.
Duties and Responsibilities	<ul style="list-style-type: none">* Ensure contracts are accurate, permits and insurance form are filed in a timely manner.* Assist Director of Partner & Community in event planning meetings with notes, action items, agenda and follow up.* Secure event dates and make sure all requirements are met.* For ministry specific events, provide assistance with permits and insurance.* Coordinate drives (coat, supplies, etc.) with churches, individuals & businesses.* Prepare and review all communications and documents for related events, including flyers.* Provide documents and accurate information for our website.* Inventory and maintain event supplies. Make arrangements for supplies and equipment for events.* Maintain and develop meaningful relationships with volunteers according to Mission Increase Foundation principles.* Ability to lift 25-50 pounds.* Bilingual in Spanish, but not required.* Other duties as assigned by supervisor.