Executive Administrator/Events Coordinator

Job Summary

- Serve as the executive assistant for the CDM Coordinator, who is functionally the Chief Executive Officer for the Committee on Discipleship Ministries (CDM).
- Serve as event coordinator for the ministry of CDM, executing and overseeing the various components of CDM's training/conference events and team gatherings.

Job Responsibilities related to Executive Administrator

Coordinator

- Assist the Coordinator in maintaining his calendar, appointment, and travel schedule.
- Assist the Coordinator in maintaining communication with the leaders of the five areas of CDM's ministry (Children, NextGen, Women, Men, Older Adults), particularly those staff members who work outside the PCA Office Building.
- Serve as a liaison between the CDM Coordinator and the Coordinators and Presidents of the other Committees and Agencies of the Presbyterian Church in America (PCA).

Permanent Committee

- Serve as an administrative liaison between the Coordinator and the members of the Permanent Committee on Discipleship Ministries (CDM).
- Assist the Coordinator in the planning and execution of committee meetings.

Communications and Publications

- Coordinate with CDM staff members, consultants, and vendors to create, edit, and publish print and electronic communications (e.g., Development brochure).
- Coordinate with CDM ministry area leaders to ensure electronic and print communications are unified in message and mutually supportive.
- Collaborate with the Business Manager, Publications Coordinator, other staff members and vendors to configure publishing jobs for maximum efficiency.
- Manage the CDM website and advise Coordinator and Business Manager on the use of the website to further the vision of CDM. Assist the staff of the PCA Bookstore in maintaining the Bookstore website.
- Collaborate with other CDM staff members to develop and manage the CDM social media presence.
- Collaborate with the Coordinator, Business Manager, and Director of Ministry Development to design and distribute development materials and communications.

Job Responsibilities related to Event Coordinator

Event Planning

- Coordinate and communicate with the various ministry leaders as they plan CDM conference and training events. Provide the planning team with relevant data based on the experience of other areas of CDM's ministry.
- Coordinate with the Business Manager, appropriate CDM staff members, and contractors (e.g., Arrowhead Travel) to negotiate contracts with facilities, hotels, and host churches.
- Provide essential data to the Business Manager to develop a budget for events based on information gathered from team planning meetings, facility contracts, projected travel costs, etc.
- Coordinate with CDM staff members to ensure pre-event vouchers are submitted (e.g., speaker honorariums, food vendors, etc.).
- Work with other CDM staff and team members to identify and contact potential sponsors for the event after determining what arrangements the venue allows (e.g., space for display tables).

Event Promotion

- Create web registration on RegFox for each event, working with the appropriate CDM staff member to determine what pre-conference information is desired (e.g., food allergies, demographic information, etc.).
- Coordinate with appropriate administrative staff to promote the event through electronic and social media communications.

Event Execution

- Respond to phone and email communications from registrants. Regularly inform appropriate CDM staff members regarding the number of anticipated attendees.
- Coordinate with other CDM staff members to oversee efforts to obtain speaker bios, AV needs, travel and accommodations, and informing speakers of event details.
- Communicate with the hotel, conference center, or church regarding space use, catering, AV, etc. Ensure ministry leaders inform attendees of any facility requirements.
- Coordinate with other CDM staff members to gather content for event programs/notebooks/handouts and print nametags from the registration database.
- Provide onsite coordination as deemed necessary by the CDM Coordinator and/or Business Manager. This role requires occasional travel to coordinate activities onsite such as registration management, vendor and venue coordination, audiovisual logistics, attendee services, and other conference-related operations.

Event Follow up

- Work with other staff members and/or vendors to edit/prepare audio recordings for distribution or website download.
- Coordinate with other staff members and oversee the submission of appropriate payment vouchers for speaker honorariums, travel, and other conference expenses.

- Coordinate with CDM ministry leaders to prepare and distribute follow-up surveys and post-event budget review, as applicable.
- Coordinate with the Ministry Leader and Director of Ministry Development to create post conference communications to participants, thanking them for their attendance and encouraging ongoing support of CDM.

Miscellaneous

- Cooperate with other CDM staff members to update the CDM Database (e.g., Connex, Constant Contact) with those who register for CDM events.
- Provide special assistance as needed for large conferences in the following areas: exhibit and advertising sales and management, general promotions, and onsite management of various conference components.

Organizational relationship

- Reports to the CDM Coordinator, working closely with the CDM Business Manager. Maintains vital relationships with all CDM staff members, especially ministry area coordinators.

Qualifications desired

- Profession and experiential knowledge of the historic Christian faith.
- Membership in a PCA church or other church that holds to one of the reformed confessions (e.g., Westminster, Belgic, Heidelberg, etc.).
- Demonstrated ability to manage multiple, concurrent projects.
- Demonstrated ability to communicate well through written, oral, electronic, and visual mediums.
- Working knowledge of page layout/design, printing, and electronic publishing.
- Demonstrated proficiency in database and computer software, especially Microsoft Office programs (e.g., Word, Excel, and PowerPoint).
- Bachelor's degree preferred.

Helpful Abilities/Experience

- Knowledge of the PCA denominational structure and culture.
- Experience in the discipleship ministry of a local church (children, youth, or adult).
- Demonstrated ability to write, edit, and proofread.

This position is expected to require between 30 and 40 hours per week. Depending on the needs of the organization and the circumstances of the successful candidate, the role may be offered as either a part-time (30 hours/week) or full-time (40 hours/week) position. Due to the nature of the work, the position will be based in the Lawrenceville office. Salary and benefits are in accordance with CDM personnel policies. Please send your resume or CV to the CDM Business Manager at jdunahoo@pcanet.org.