



MISSION

WACO | WORLD

Job Description	
MWMW Position Title (type in CAPS): COMMUNICATIONS AND EVENT COORDINATOR	
Staff Group:	<input type="checkbox"/> Executive Staff <input type="checkbox"/> Program Coordinator <input type="checkbox"/> Operations/General Staff <input type="checkbox"/> Program Director <input checked="" type="checkbox"/> Program Staff <input type="checkbox"/> Administrative Staff <input type="checkbox"/> Retail Manager <input type="checkbox"/> Retail Staff <input type="checkbox"/> _____
Immediate Supervisor: Associate Executive Director of Development	
Immediate Subordinates: Full-time (30+ hrs/wk):	
Status: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt	Position Originally Created: 2023
	Date Last Revised: 2023
Hours Per week: Full-time up to 40 hrs/wk.	
General Summary: The Communication & Events Coordinator works with the associate executive director of development to ensure excellence in communications and event planning and execution.	
Critical Functions and Responsibilities	
1. Coordinate all aspects of fundraising events and activities from planning to execution.	
2. Assist with the creation and implementation of donor communication and campaign planning strategies.	
3. Design, write text, and execute solicitation and marketing materials.	
Additional Functions and Responsibilities	
1. Perform administrative duties as needed including filing, copying, sorting, mailing, etc.	
2. Work in donor database to add information and organize donor and campaign strategies.	
3. Provide oversight of development office interns and projects.	
4. Participate in Giant Worldwide leadership/communication development curriculum as offered by MWMW.	
5. Attend monthly all-staff meetings, and other department staff meetings as requested.	
Requirements/Preferences	
Minimum skills and knowledge required: 1. Proficiency in Canva 2. Event planning 3. Writing skills (sample required), 4. Knowledge of social media tools,	Skills and knowledge preferred: 1. Proficiency in Adobe Illustrator or InDesign 2. Graphic design experience 3. Experience in fundraising
Minimum previous experience required: 1 year in related field/position	Previous experience preferred: 3 years in related field/position
Minimum education required: Associate's Degree	Education preferred: Bachelor's, degree in Communications

The functions and responsibilities contained in this Position Description are not all inclusive.

Other duties and requirements may be assigned at any time.

<p>Minimum communication skills required:</p> <ol style="list-style-type: none"> 1. Proficient in the use of various MS Office programs, including Word, Excel and Outlook. 2. Must have excellent interpersonal skills – able to communicate appropriately and compassionately under pressure. 3. Represents Mission Waco's values with all donors, volunteers, staff, vendors and program participants. 	<p>Communication skills preferred:</p> <ol style="list-style-type: none"> 1. Experience with Donor Perfect and Constant Contact
<p>Special training, certification or licensing required:</p> <ol style="list-style-type: none"> 1. 2. 	<p>Special training, certification or licensing preferred:</p> <ol style="list-style-type: none"> 1.
<p>Behavioral, emotional, mental requirements:</p> <ol style="list-style-type: none"> 1. Ability to manage high-stress circumstances 2. Emotional maturity to deal with sensitive, confidential, and/or secure information. 3. Conflict-resolution and problem-solving mindset. 	
<p>Other requirements: Physically able to lift 50 lbs.</p> <p>Other preferences: Christ-follower</p>	

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