

Events & Office Coordinator

Status: Full-Time, 32–40 Hours per Week

Location: In-Person

Reports To: Communications & Events Manager / Business Manager

Position Summary

The Events & Office Coordinator supports Reach the Forgotten's fundraising events and day-to-day home office operations. This hands-on, highly organized role coordinates event logistics, supports chaplains and staff, manages ministry materials and orders, and helps ensure projects are completed accurately and on time.

Key Responsibilities

Event Coordination

- Coordinate fundraising events from planning through completion, including meetings, timelines, logistics, vendors, venues, agendas, and follow-up.
- Prepare, organize, coordinate transport of event materials and supplies.
- Coordinate event communications, mailings, printed materials, signage, and promotional needs with the Communications & Events Manager.
- Maintain event checklists, information, inventory, and planning documents.
- Provide hands-on event support and assist with post-event evaluation and reporting.

Office & Ministry Support

- Answer office calls and direct inquiries appropriately.
- Process chaplain material orders, including pulling, packing, labeling, shipping, and pickup preparation.
- Maintain inventory of ministry materials, event supplies, and equipment.
- Maintain the Jotform ordering site.
- Assist with general office needs.
- Communicate and coordinate with volunteers assisting with mailings, material preparation, and other ministry projects.
- Help maintain an organized, welcoming office and coordinate volunteers assisting with office projects.
- Assist with special projects and other ministry needs as assigned.

Qualifications

- Relevant experience or education in event planning, nonprofit/ministry work, fundraising, office administration, communications, or a related field preferred.
- Excellent organizational, planning, communication, multitasking, and follow-up skills.
- Strong attention to detail and ability to manage multiple projects and deadlines.
- Professional and gracious communication with donors, volunteers, chaplains, vendors, staff, and the public.
- Proficiency with Microsoft Office, Google Workspace, and digital tools; familiarity with Jotform, CRM systems, WordPress, or Adobe products is a plus.
- Ability and willingness to learn new systems and processes.
- High integrity and discretion when handling confidential information.
- Willingness to perform both administrative and hands-on work, including packing materials, preparing mailings, and setting up events.
- A heart for the mission of Reach the Forgotten and a willingness to learn about correctional ministry.
- Professing follower of Jesus Christ who supports the mission, vision, and values of Reach the Forgotten Jail Ministry.

Work Expectations

This is an **in-person, 32–40 hour per week position** based in the home office. Occasional evening hours and travel may be required during banquet seasons. The ideal candidate is organized, dependable, flexible, and willing to step in wherever needed to support the ministry.