



## SEASONAL EVENT COORDINATOR

### You are the ideal candidate as the Event Coordinator if you:

- Share in our passion for saving the lives of the unborn and reaching people for Christ
- Agree with and are willing to uphold Mosaic Health's Statement of Principles, Statement of Faith, and Core Values
- Are a committed Christian who is submitted to a local church
- Are professional in conduct, speech, and dress
- Are creative and can think outside the box
- Are task-oriented, highly organized, and attention-to-detail
- Love planning and executing events as a self-starter and as part of a team
- Manage your time and prioritize tasks efficiently
- Communicate well with others
- Can utilize technology and are adept at Microsoft Word and Excel
- Are committed to continually learning and implementing cutting-edge ideas
- Have experience coordinating events for another organization

### If this describes you, here is what to expect:

SCHEDULE: Seasonal. January - March: 4 days/week required  
SALARY: \$20 - \$22hr., depending on experience  
RELATIONSHIP: Reports to Executive Director

### You would be responsible for:

- Assisting with the planning, organizing, and executing of fundraising events (Baby Bottle Campaign, Annual Fundraising Gala)
- Communicating with necessary churches, supporters, volunteers, staff, etc. in support of events
- Staying on top of event trends
- Entering donation data in the database
- Coordinating volunteers and volunteer training
- Maintaining event supplies
- Other duties as assigned
- Working from the Granite City office, providing own vehicle, and lifting objects up to 40lbs.