



## POSITION ANNOUNCEMENT

**Align Life Ministries** is a gospel-sharing, life-affirming ministry with client locations in Lancaster and Lebanon counties. For more information go to [www.alignlifeministries.org](http://www.alignlifeministries.org).

### EVENTS COORDINATOR

Align Life Ministries in Lebanon, PA is seeking an individual with excellent organizational and interpersonal skills to organize and participate in the planning and execution of Align Life Ministries major events and oversee events-related records and data.

The successful candidate will have event planning as well as marketing and/or development experience, be detail-oriented, and be self-motivated and responsible.

This is a part-time hourly position (32-36 hours a week) with part-time benefits, to begin when the applicant is available.

All applicants must be in agreement with Align Life Ministries' Statement of Faith; Statement on the Sacredness of Human Life; Statement on Biblical Authority; and Statement on Marriage, Gender, and Sexuality.

**If interested, send a resume and cover letter as soon as possible to:** Align Life Ministries, P.O. Box 707, Lebanon, PA 17042-0707, Attn: Mary Anna Wingenroth 717.274.5128 x 304 or [mwingenroth@alignlifeministries.org](mailto:mwingenroth@alignlifeministries.org)



**Job Description**  
**Align Life Ministries**  
**EVENTS COORDINATOR**

Revised June 2024

**Objectives of the Position:**

The Events Coordinator organizes and participates in the planning and execution of Align Life Ministries' major events, including, but not limited to, Baby Bottle Boomerang, Move for Life, and an annual Fundraising Dinner. This person upholds Align's mission and vision with every event.

**Reports to:** Director of Supporter Relations

**Works collaboratively with:** Vice President of Resources and Communications, Director of Supporter Relations, Financial Gifts Associate, Supporter Relations Associate, Community Relations Coordinator, and Business Manager

**Qualifications:**

1. Be a committed Christian who demonstrates an active personal relationship with Jesus Christ as Savior and Lord
2. Exhibits a strong commitment and dedication to sharing the gospel with others, the pro-life position, and stewarding sexuality with integrity
3. Ability to initiate, lead, participate in, and thrive within the ministry's culture of alignment with God, relational community, and discerning prayer
4. Have experience in events management, fundraising, marketing promotions and/or development
5. Be a relatable and articulate public speaker
6. Have familiarity with office equipment, including personal computers
7. Have familiarity with Microsoft Office, including Outlook, Word, and Excel
8. Have experience with general and financial office operations
9. Exhibit excellent organizational and interpersonal skills and attention to detail
10. Be self-motivated, dependable, responsible and able to carry out responsibilities in a collaborative environment

**Clearances:** The Events Coordinator must provide successful completion of a Pennsylvania Criminal Background Check and Pennsylvania Child Abuse History Clearance prior to employment.

**Duties:**

1. Serve as the primary project manager of Align's annual events. This includes understanding Align's vision for each event, and then organizing and coordinating the timely execution of every aspect of:
  - a. Baby Bottle Boomerang

- b. Move for Life (including fundraising recruitment and participant retention, volunteer training, and Life Champion Dinner)
  - c. Fundraising Dinners (including table host recruitment and retention and dinner program administration)
  - d. Others as the Lord leads
2. Work with the VP of Resources and Communications and Director of Supporter Relations to establish communications and promotions related to annual fundraising events including relevant print, electronic, and verbal communication.
3. Help to create corresponding budget for events (income and expenses). Track expenses and budget and alert supervisor to variances.
4. Carry out basic marketing tasks (e.g. writing emails and blog posts, updating ministry web pages, review social media posts, etc.) to engage supporters. These marketing tasks will primarily be event-related, but may also include general ministry topics.
5. Recruit, engage, and coordinate the training and supervision of event-related volunteers.
6. Evaluate, develop, and implement specific improvements and/or additions to events as deemed appropriate.
7. Develop and maintain records on progress toward financial goals associated with fundraising events.
8. Organize and maintain event-related data for the purpose of analysis and planning. Assist Director of Supporter Relations in the analysis of each annual event to gather trends and insights to help in planning future events.
9. Lend support to any capital campaign efforts and planned giving programs as directed by supervisor.
10. Uphold the Statements on Ministry Purpose; Vision, Mission; Faith; Sacredness of Human Life; Biblical Authority; Marriage; Gender and Sexuality; The Gospel of the Kingdom of God document and Core Values; and uphold the policies and procedures of the ministry.
11. Maintain healthy staff relationships, participate in staff meetings and gatherings, and participate in fundraising and other ministry events per Employee Handbook.