Part-time Redeemer East Side Event Planner (On-Call)

We seek to hire a talented, detailed person that finds satisfaction executing successful events across multiple departments seasonally. The role will require 16-18 hours monthly, which will take place seasonally throughout the year. The purpose of the role is to provide logistical support for rotating Redeemer East Side (ES) events–New Leader Basics (Community Group Team), Cultivate (Community Group Team), Retreats (Community Group or Leadership Team), Members Collective (Membership Team), Formation Neighborhood Pathway (ES Neighborhoods Team).

Expectations to include
- Book venue and work with ops team for room setup
- Send invitation/reminders to event guests utilizing database system
- Track responses
- Coordinate A/V needs for the event
- Order food
- Work with Children's Ministry to coordinate childcare
- Enter visitors in the building entry system
- Communication w/ attendees as needed
- Assemble and send materials/documents to the event venue
- Format documents/update training materials
- Organize volunteers (staff, lay leaders) for registrant check-in, walk-in registrations, food set up
- Day-of logistics, welcoming and management
- Post event survey
- Follow up resources posted online/emailed to attendees
- Communicate attendees roster and survey results to staff
- Update attendance in database
- Submit expense report with receipts
- Debrief with team

More details per event

New Leader Basics: Preparation and Logistics (25 hours, 2x/year): Reports to Caitlin Brock for training. Reports to Lyn Cook and Hector Sanchez after training.
- Booking the rooms
- Making the binders
- Ordering food
- Survey
- Putting visitors in the system
- Communication w/ attendees
- CG Director/Intern support (making sure they have what they need)
- Updating manual/training materials (sometimes)
- Day-of logistics
- Communicating attendees and survey results to CG staff post training

Cultivate (13 hours, 4x/year). Reports to Mark Ro.
- TouchPoint (TP) Invitation/reminders (language provided by director) to leaders per director (.5 hours)
- Tracking invitation response (.25 hour per week, 1 hour total)
- Coordinating with directors for follow up to those that have not RSVP'd (.5 hours)
- Editing Cultivate handout (3 hours)
- Printing documents (handouts/announcements) and sending docs and supplies to hunter (.5 hours)
- Ordering food for leaders (.5 hours)
- Soliciting for organizing, and making sure that childcare workers are paid (.5 hours)
- Responding to leaders requests for Cultivate childcare & marking children as registered (.25 hours)
- Ordering food for childcare workers (5 minutes)
- Coordinating with Cybele on specifics of room set up for day of (.75 hours)
- Day of welcome, management and support (5 hours)
- Posting Cultivate resources to TP (.25 hours)
- Cultivate Follow Up email (template from director) (.25 hours)
- Work with speakers as needed

Collective (18 hours/quarter per year) responsibilities include these items in addition to all duties on the Cultivate list. Reports to Hannah Seong or Aaron Bjerke.
- Co-drafting invitation language for panelist / guest speakers
- Coordinate day of logistics with each guest speaker

- contacting with the video department to coordinate A/V needs at the event
- organize volunteers (staff, lay leaders) for registrant check-in, walk-in registrations, ordering food and food set-up
- posting the video and other follow-up resources in touch point
- updating attendance after the event in touch point
- submit expense report with receipts
- debrief with the ES Leadership (LT)

Neighborhood Gatherings (20 hours/3x per year)
- Maintain accurate database records for East Side Neighborhoods events, coordinate and send invitations and follow ups, and provide direct support to inquiries.
- Work with ES Neighborhood Coordinator and Communications Manager to implement effective communication channels through Connect and announcements, website and social media
- Gather data and metrics to measure engagement and outcomes against goals