



**Redeemer**  
CHURCHES & MINISTRIES



**Redeemer**  
Counseling  
Services

## **Training and Events Coordinator Job Description**

**Job Title:** Training and Events Coordinator

**FLSA Status:** Non-Exempt

**Department:** Redeemer Counseling Services (RCS)

**Band:** 5

**Report to:** A Director from the Centralized Operations Team

**Date:** June 2021

**Work Hours:** Approximately 10-15 hrs weekly (busy September to December, slow in summer)

### **About Redeemer Counseling Services**

Redeemer Counseling Services (RCS) offers over 450 individual, couples and family therapy sessions each week as well as a 9-month pastoral counseling training program, workshops, group counseling and more. Our vision is to transform people from all walks of life through professional, gospel-centered counseling, and to equip others to counsel through the redemptive power of the gospel.

### **Responsibilities**

- Coordinate all training programs / workshop logistics, including but not limited to:
  - identifying and procuring training conference space, and/or creating virtual meetings utilizing meeting softwares and video setup if the event is being recorded
  - establishing and monitoring registrations and responding to participants as needed
  - ensure training evaluations are created and captured from participants, and shared with the appropriate RCS teams.
  - dissemination of training materials pre and post event to participants
  - ensuring training videos are priced and placed on website for sale
  - monitoring training request email box to coordinate responses internally and responding on a timely basis
  - coordinate with external organizations hosting events
  - support trainers with reminders of the event, helping with technical aspects of presentation, collecting handouts / slides for distribution and invoicing to be paid for their time
  - run the event smoothly, including facilitating event rehearsals. On the day of the event, coordinate set up, registration, problem solving and clean up.
  - renewing Continuing Education license certifications
  - maintain ongoing records and documentation needed for CEU licensing requirements
- Coordinate staff events including but not limited to:
  - Running social and training events for staff quarterly and on an as needed basis
- Coordinate large fundraising events with Fundraising team, including but not limited to:
  - identifying and procuring event space, and/or creating virtual meeting utilizing meeting softwares and video setup if the event is being recorded
  - coordinate vendors and day-of volunteers for events
  - assist with the preparation and coordination of menus, sound, lighting and rentals for events



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- prepare event supplies and coordinate on-site setup and breakdown
- establishing and monitoring registrations and responding to participants as needed

### **Qualifications**

- College degree preferred
- 2+ years prior experience in communications, marketing, training, events or related fields preferred
- Proficiency in Zoom, Microsoft Office Suite, Google Suite and Adobe Suite strongly preferred
- Advanced technology and computer skills
- Excellent organizational, project management, time management skills
- Excellent communication and problem-solving skills.
- Ability to work independently with little supervision and effectively deal with stressful situations
- Self-motivated; confident, energetic, and flexible
- Ability to work well with others in a team setting
- Highly detail oriented
- Strong multi-tasking and customer service skills
- Ability to move tables, chairs and sound equipment to set up for events
- Flexibility to work some evening hours and weekends for specific events.

Approx 10 - 15 hours a week: busy seasons in the fall and slightly busy in the spring, and a slow summer.