**Event and Hospitality Coordinator**

**Reports To:** Director of Development

**Secondary Report:** Co-Executive Directors

**Collaborates closely with** Church Networker, Director of Member Care, and Director of Mobilization

Come and work at Global Fellowship, a Christian mission organization with a proven track record of success in mobilizing evangelists and cross-cultural missionaries. Our mission is to make disciples and plant new churches in unreached regions of the world. We are looking to hire a Hospitality and Event Coordinator to organize outstanding events and build bridges of relationships on behalf of visiting missionaries.

**What you’ll be doing:**

As the Events and Hospitality Coordinator, you will coordinate and manage all visits to the Headquarters and the local and international events. You will lead the summit task force to coordinate all domestic and international summits and ensure missionaries and visitors have a productive, comfortable, and successful visit to the home office. You will track outcomes of the visit and report to the Director of Development, create opportunities for people to meet the missionary, and work closely with the Church Networker and Director of Development to coordinate indigenous fundraising. You will also:

* Work closely with the Church Networker to organize and facilitate meetings for missionaries.
* Schedule and ensure that home office staff are aware of and invited to all meals, meetings, and events on the calendar.
* Collaborate with each department to ensure that all the goals of the visit and indigenous fundraising are accomplished.
* Inform missionaries, donors, churches, and contacts of visit details before their arrival.
* Ensure the missionaries are transported and work with staff and host homes to coordinate pick-up and drop-offs from all locations.
* Find a host home for the visitors and prepare the host accordingly for their visit, including schedule, meals, transportation, and expectations.
* Send thank you messages to the hosts and the people that met with the missionary (including churches).
* Travel to events and meetings with missionaries when necessary and follow up with churches, donors, and hosts.
* Organize times of rest and recovery for the missionaries (as their schedules allow)
* Use Asana to keep track of missionaries’ schedules and appointments.

**What we’re looking for from you:**

The Hospitality and Event Coordinator should be well-organized, hospitable, detail-oriented, high energy/stamina, and curious about details regarding other cultures and people. Excellent communication and interpersonal skills are also essential, as you will be responsible for welcoming and transporting visiting missionaries.

A little about your background:

* Experience with Google Workspace.
* Experience working with people of different cultures is a plus.
* Outstanding management skills.
* Able to build bridges of relationships on behalf of visiting missionaries.
* Demonstrable understanding of project management software

**A little about you:**

* Hospitable and friendly.
* Naturally inviting and comfortable around new people.
* Flexible schedule with extended hours and possess the ability to adapt and respond quickly in an ever-changing environment.
* Strong communication and organizational skills.
* Ability to handle large volumes of communication and information and make sure nothing falls through the cracks.
* Excellent multi-tasking abilities.

**Salary**

Self-funded

For more information, contact Jeremy Beaumont at: jeremy@globalfellowship.org or 530.863.9082