



PR Event Team Lead Job description

Event Team Lead

Reports To

The Event Team Lead will report to the Executive Team.

Job Overview

The Event Team Lead is responsible for executing at least one conference per year. She develops a team to facilitate all areas of event plans. She will meet regularly with her team. She will be the point person for all conference-related duties.

Responsibilities and Duties

A. General Responsibilities

1. Attend monthly Senior Staff Meetings, including submitting an Event Team Report
2. Develop a team to complete at least one conference per year
3. Support the vision and mission of Planting Roots
4. Assist with fundraising both for personal expenses related to Planting Roots and for the larger Organization

B. Job-specific Responsibilities,

1. In preparation for events, the Event Team Lead will:
 - a. Select location of conferences through prayer and research
 - b. Select church/venue for conference through prayer and research
 - c. Build relationship with the local church staff
 - d. Plan and execute a site visit to meet with venue and local military groups
2. Prior to event the Event Team Lead is responsible for:
 - a. Select speakers and workshop leaders
 - b. Design timeline, schedule, and layout
 - c. Plan food and drink options
 - d. Communicate with other Planting Roots teams regarding publicity, graphic design needs, webpage and online registration, and retail opportunities, registration and finance needs, Ministry Allies, etc.
 - e. Design and order all decor, giveaways, and resources
 - f. Oversee all event activities and details
 - g. Communicate event plan/schedule to staff prior to arrival
3. Event Specific tasks
 - a. Manage onsite set-up and clean up of the venue
 - b. Liaison with church staff
 - c. Manage volunteers
 - d. Lead Event Team and other staff in all areas of conference execution



Qualifications

- Time Commitment: 10-80 hours per month, averaging approximately thirty hours monthly, minimum three-year commitment preferred.
- Financial Commitment: Attend all conferences. Attend Staff Retreat every other year as schedule allows.
- Faith: Must be a Christian military woman with a growing walk with the Lord.
- Experience: Have a minimum of three years experience in leadership, preferably in the context of ministry. Familiarity with online social media and website platforms a plus. Works well with a team, especially in a remote capacity. Experience planning and delegating tasks for execution events with over 100 people a plus.