

PR Logistics Coordinator Job description

Logistics Coordinator

Reports To

The Logistic Coordinator will report to the Event Team Lead.

Job Overview

In close coordination with Event Team Lead and at her direction, the Logistics Coordinator supports the Event Team to cultivate and track event registrations, sponsors, partners, and ministry allies for regional and expeditionary events.

Responsibilities and Duties

A. General Responsibilities

1. Attend all Event Team Meetings, reporting hours logged, resources produced, and funding needs and used.
2. Assist with fundraising both for personal expenses related to Planting Roots and for the larger Organization.
3. As directed by Event Team Lead provides advice and assistance to cross-team collaboration in support of Planting Roots mission and goals.

B. Job-specific Responsibilities,

1. At the direction of the Event Team Lead, designs and produces the following for all virtual, regional and expeditionary events.
 - a. Runner and coordinator during live events, for Events lead and Deputy
 - b. Tracks and maintains registration for all events.
 - c. Manages all on-site Volunteers – assigns jobs and tracks participation.
 - d. Serves as the primary Event Team POC for Finance and Bookkeeping.
 - e. Collaborates with Production Coordinator to plan facility/space use for regional and expeditionary conferences.
 - f. Supports Event Team Lead & Event Team Deputy to cultivate and track event sponsors, partners, and ministry allies
1. Works cooperatively with all members of Event Team including Event Team Lead, Event Team Deputy, and the Creative, Promotions, and Production Coordinators.
2. Plans and oversees exhibits for Vendors, Speakers, and Ministry Allies at regional conferences, in collaboration with Community Team Lead, Event Team Lead, and Marketing Team Lead
3. Helps ensure timely execution of Event Team tasks and deliverables.

Qualifications

- Time Commitment: 10-30 hours per month, minimum three-year commitment preferred.
- Financial Commitment: Attend conferences and biennial Staff Retreats as able.
- Faith: Must be a Christian military woman with a growing walk with the Lord.
- Experience: Administrative skills necessary with specific experience in Google Docs and Sheets. Experience with Quickbooks and Planning Center is desired.