

Job title	<i>Organizational Administrative Assistant & Event Coordinator</i>
Reports to	<i>Concilium President</i>

Job purpose

Concilium's Administrative Assistant & Event Coordinator is responsible for ensuring the smooth and efficient operation of Concilium's online office environment. This position involves providing administrative support to Concilium's leadership, and by proxy, all Concilium's services (EQUIP, SECURE, ENGAGE, INSIGHT).

Duties and responsibilities

The duties and responsibilities of the Administrative Assistant include:

- Email Support for the Concilium President
 - Daily scan and prioritize email for the president
 - Alert the President to email necessitating prompt/immediate reply.
 - Represent the President Administrative Assistant & Event Coordinator t on lesser matters such as travel and presence.
- Managing Concilium's SharePoint folders in an organized and clear fashion.
 - This includes responsibility over Concilium's HR documents and ENGAGE materials.
 - This requires entering data accurately into databases and systems and maintaining and updating records as needed.
- Posting job advertisements and seeing job applications through to hiring or dismissal.
- Logistics: Overseeing all aspects of event logistics, including invitations, marketing materials, web content, guest lists, communications, RSVPs, registration, seating charts, vendor contracts, and relations.
- Event Management and Oversight: Includes preparing venue, coordinating with event hosts where Concilium will sponsor events or set up promotional booths, etc. . This also includes ensuring that those attending events on behalf of Concilium are provided with key information, promotional materials, and other necessary resources for event attendance and support, ensuring everything meets Concilium's standards for excellence and capability to act quickly to resolve problems.
- Evaluation: Evaluate event's success and submit report on successes and challenges to the Concilium President and VP of Operations.
- Assistance: Assisting Concilium's President in fundraising endeavors, including but not limited to coordinating/communicating with donors and potential clients.
- Assisting Concilium's President in fundraising endeavors, including but not limited to:
 - Developing brochures, flyers, emails, or other marketing material for conferences, church, and mission visits.
 - Composing written materials for donors or potential clients.
- Concilium is a 501(C)3 Ministry. As such, ALL Concilium staff are to be engaged in raising support for the ministry at some level. Whether that is raising personal salary support or working

in partnership with Concilium President for corporate fundraising purposes, every Concilium staff member is expected to support the ministry of Concilium in some level of fundraising support in order to keep the ministries and resources of Concilium available to gospel workers worldwide.

Qualifications

Qualifications for the Organizational Administrative Assistant & Event Coordinator include:

- 2+ years of relevant administrative or human resources experience.
- High school diploma or equivalent; additional education or certification is a plus.
- Proven experience as an administrative assistant or in a similar role.
- Previous Event coordination experience helpful but not required.
- Be a self-starter with Problem-solving ability, able to work proactively and independently.
- Be well-organized and competent in the areas of event coordination.
- Possess communication skills to communicate specifics of logistics and administration to vendors and partners to ensure successful events.
- Be Task oriented with attention to detail and capable of completing tasks on time.
- Proficient in MS Office and use of MS Teams
- High school diploma or equivalent; additional education or certification is a plus.
- Strong written and verbal communication abilities.
- Attention to detail and accuracy in task performance.
- Must be authorized to work in the United States.

Working conditions

Concilium is a virtual organization. As such, the Concilium's Administrative Assistant & Event Coordinator will office from home. Located in Kansas City area is a necessity Willingness to travel is not required, but a more competitive candidate will be willing to travel in order to represent Concilium from time to time.

Approved by:	<i>Scott Brawner</i>
Date approved:	August 12, 2024
Reviewed:	

This job description will be reviewed annually and updated as often as necessary.