

Resurgence

REACH | REVIVE | RELEASE

January 2024

Job Title: Administration & Events Coordinator

Hours: 0.25 Full-time Equivalent (FTE) (12 hours/week with possibility of more)

Reports to: Executive Director

Closing Date: February 20th 2024 or until position is filled

Tentative Start Date: February/March 2024

Who are we? Who are you?

Founded in 2008, Resurgence Initiatives is a Christian community focused on inspiring the body of Christ to arise together to affect their spheres of influence for God. The desire and heartbeat comes from Ezekiel 37; to see a “rising again” of our nation and beyond. The interdenominational intergenerational ministry and reach of Resurgence involves missions, gatherings, retreats, worship events, and itinerant travel, all led collaboratively by a leadership team, an Executive Director, and a Board of Directors.

The mandate of Resurgence is rooted firmly in Jesus Christ and centered around reaching people in a way that is... releasing leaders who are... and reviving churches so they are...

- Whole - healed & transformed by God
- Relational - connected as family
- Fruitful - intentional about our everyday actions
- Spirit-led - empowered by Holy Spirit
- Kingdom-minded United as an expression of God’s Kingdom

Building and stewarding this culture requires a myriad of tasks to be carried out behind the scenes not only effectively and efficiently, but with a heart in line with our values. You are an administrator of tasks who understands the ministry of each detail.

Reporting to the Executive Director, the Administration & Events Coordinator provides administrative support for Resurgence Initiatives. To ensure that the vision and mission of Resurgence Initiatives is implemented and carried out, you hold responsibility for planning, organizing, and executing events and supporting material development. As the Administration & Events Coordinator, you provide comprehensive logistical oversight for Resurgence Initiatives, making use of your strong interpersonal and communication skills, your ease with technology, and your organizational capacity.

In addition to your responsibilities, you will also play a crucial role in enriching the educational aspect of Resurgence Initiatives by actively contributing to the development of learning materials. This includes crafting content that aligns with the goals of our podcast, leadership nights, and various events. Your dedication to enhancing the educational components will further strengthen Resurgence Initiatives' impact, fostering a more profound connection with our audience and participants.

Position Responsibilities:

- **Serve the Executive & Associate Director and Lead Teams** by creating and following priorities and timelines for the ministry in order to implement the God given vision of Resurgence in each season.

- **Oversee the big picture** by tracking all ongoing initiatives and assisting in the planning of next-steps through to fruition
- **Connect our leadership community** by organizing the connections between the various lead team members and volunteer teams.
- **Care for the Resurgence community** by maintaining effective communications and responding to any inquiries, as well as planning and carrying out envisioned events and initiatives.

Specific Contributions:

- **Administrative Tasks (4hrs)**
 - Coordinate meetings, appointments and the itinerant ministries of the Executive Director and other Lead Team members as required.
 - Manage and respond to general inquiries via phone, mail, and social media.
 - Respond to and coordinate the bookings and details of Itinerate Ministry.
 - In coordination with the Resurgence bookkeeper, ensure expense claims are entered and cheques delivered.
 - Assist with partner management and retention.
 - Support volunteer recruitment, training, and retention.
 - Complete required paperwork for insurance, grants, etc.
 - Perform additional role-related duties that arise as determined by the Executive Director.
- **Event Planning (4hrs)**
 - Coordinate and book venues and facilities for Resurgence events.
 - Get the word out about the event by overseeing the development marketing strategy & promotional materials.
 - Be onsite at gatherings, events, retreats, and conferences (some travel may be required when events occur outside of the Edmonton Region).
 - Manage event registration and sales.
 - Monitor and order event supplies as needed.
 - Develop and manage a team of volunteers to support the effectiveness of events.
- **Communications (2hrs)**
 - Assist in the development of Marketing Campaigns and any materials needed.
 - Carry out Marketing Campaigns via multiple communication platforms (Website, Instagram, Facebook, email Newsletter, Podcast, etc).
 - Keep up with algorithmic changes to used platforms to increase marketing effectiveness.
 - Write and edit documents, marketing pieces, letters, and articles as required.
 - Curate photos, videos, graphics and text for Resurgence social media platforms and print marketing.
 - ** Additional hours are possible for the right person able to handle more of the social media communications.

Position Suitability:

- You love to serve the big vision by coordinating and administering:
 - Remain flexible against competing priorities and deadlines, and under the pressure of challenging and changing environments.
 - Excellent organizational, written and oral communication, and problem solving skills.
 - Give regular updates regarding current and upcoming projects, attend staff meetings, and communicate your scheduled work times and meetings as needed.
 - Possess the strong work ethic needed to work independently in a home office setting.
 - Excellent skills using Microsoft Tools, GoogleDrive, Mailchimp, Wordpress, Canva
- You are able to build healthy community with us:

- o Agree and live a life congruent with the *Resurgence Leadership Agreement*.
 - o Value and build relationships with the Resurgence Lead Team, volunteers, and community.
 - o Supervise, empower, and encourage volunteers and assign duties as appropriate.
 - o Communicate effectively with the Resurgence Lead Team and the community at large.
 - o Work cooperatively in a team environment, completing independent tasks in a timely and diligent manner to serve the community.
- You have the knowledge to do the job well:
 - o Post-secondary diploma/degree in related field; an equivalent combination of education and experience may be considered.
 - o Proficiency with various computer software applications and web-based platforms, and/or the willingness and capacity to learn new systems.
 - o Interest in basic web design, graphic design, social media marketing, or video editing would be an asset.

Application Process:

Inquiries and applications will be accepted confidentially. Interested applicants should submit a resume and covering letter via e-mail to apply@liveresurgence.com